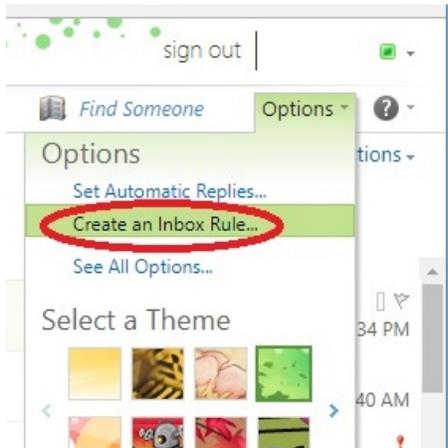


How to set up a rule that deletes the **@vanderbilt.edu** University email after it is redirected to your **@VUMC.org** mailbox.

Login to web email <https://email.vanderbilt.edu> with your new **University VUnetID** and password.

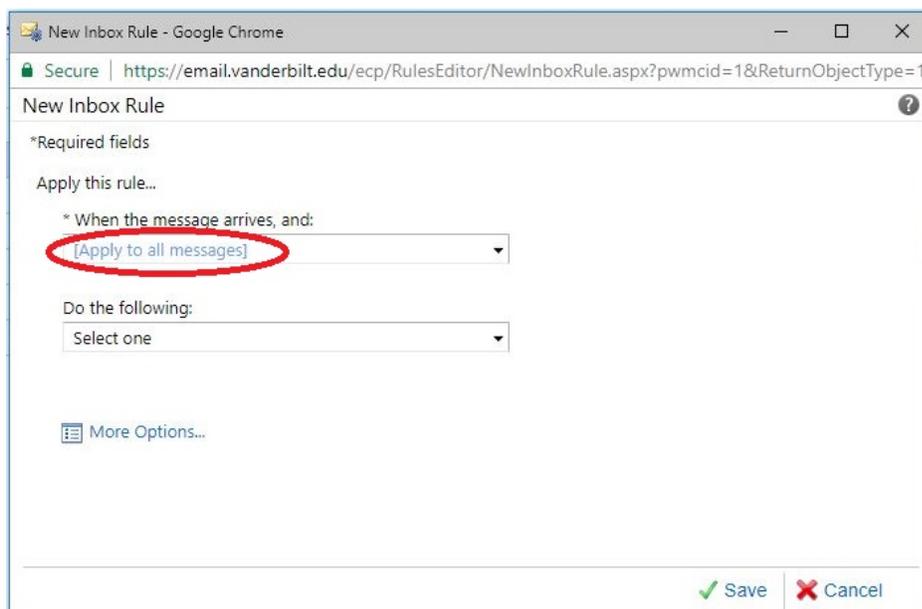
Select the **Options** Tab, Click on **Create an Inbox Rule** in the upper right-hand corner.



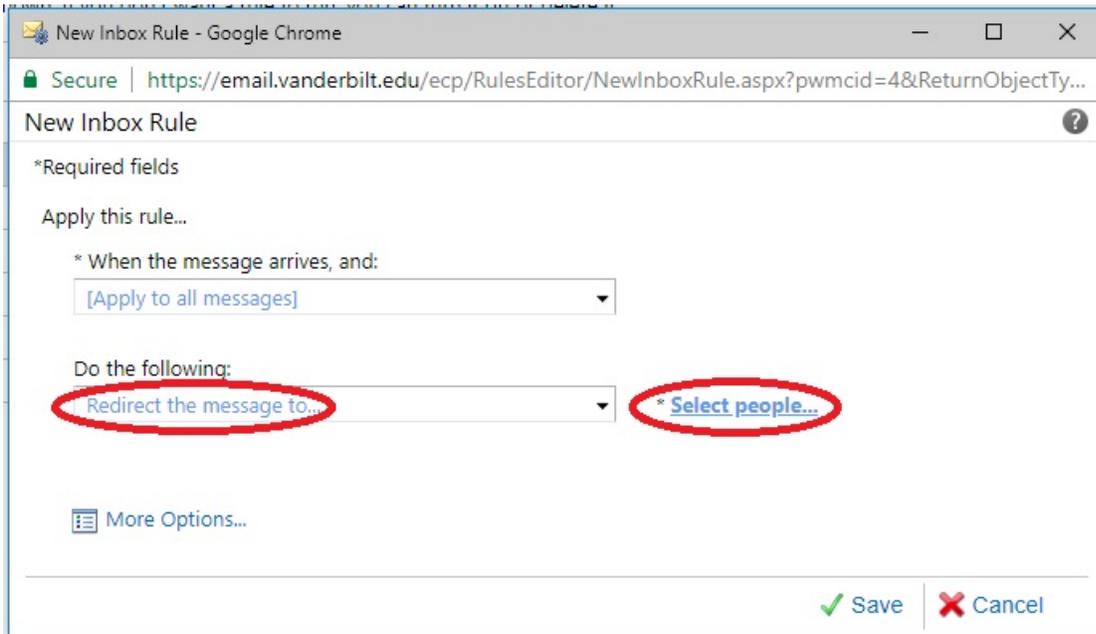
Click **New** to create a new rule.



Under the **“When the message arrives, and:”** dropdown list Select **[Apply to all messages]**

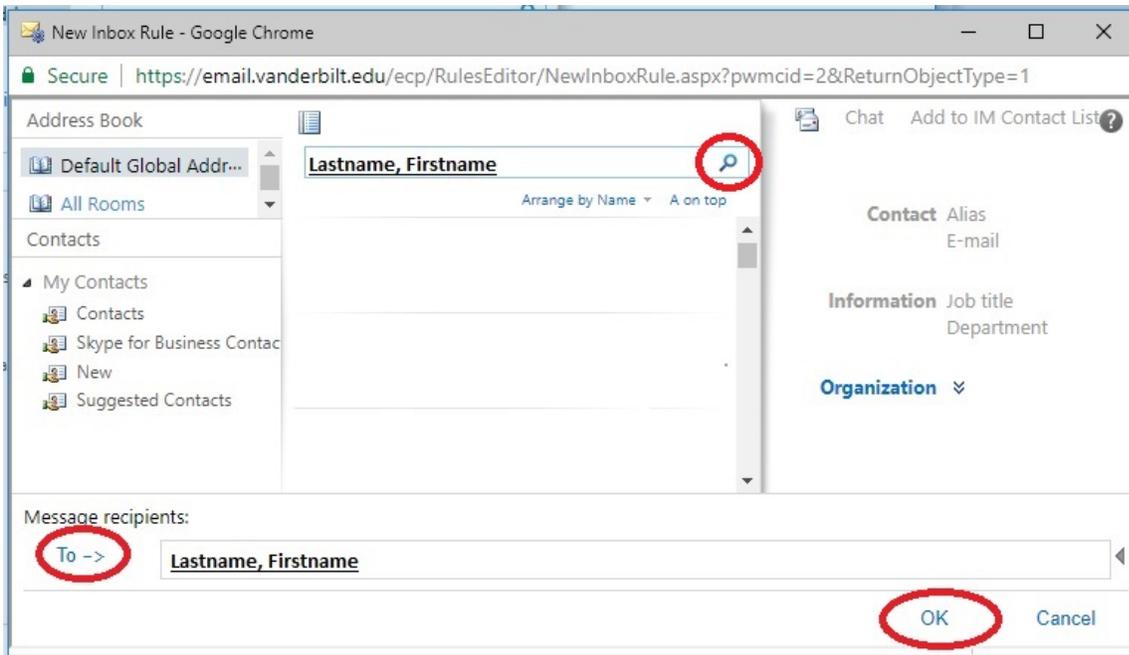


Under the “Do the following:” dropdown list Select **Redirect the message to...**



Click * **Select People...**

Put in your **lastname, firstname** and click the **Search** icon
Select your **@VUMC.org** email address (not your @Vanderbilt.edu University email address)
Click **To->** and **OK**



Click More Options...

New Inbox Rule - Google Chrome

Secure | <https://email.vanderbilt.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=4>

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to... ['Lastname, Firstname'](#)

More Options...

Select Move, copy, or delete > **Delete the message**
Click **Save**

New Inbox Rule - Google Chrome

Secure | <https://email.vanderbilt.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnObjectType=1>

New Inbox Rule

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Add Condition

Do the following:

x Redirect the message to... ['Lastname, Firstname'](#)

and

Delete the message

Add Action

Except if:

Add Exception

Stop processing more rules (What does this mean?)

Name of rule:

[Apply to all messages]

Save Cancel

It should look like this when you are done.

New Inbox Rule - Google Chrome

Secure | <https://email.vanderbilt.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=4&ReturnObjectType=1>

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:
[Apply to all messages]

Do the following:
Redirect the message to: 'Lastname, Firstname'
and
Delete the message

Except if:

Stop processing more rules (What does this mean?)

Name of rule:
[Apply to all messages]