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

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

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



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



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

🎭 New Inbox Rule - Google Chrome	1		I X
Secure   https://email.vanderbilt.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1	&Retu	ırnObje	ectType=
New Inbox Rule			6
*Required fields			
Apply this rule			
* When the message arrives, and:			
[Apply to all messages]			
Do the following:			
Select one			
E More Options			
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Under the "Do the following:" dropdown list Select Redirect the message to...

Secure   https://email.vanderbilt.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=4&Return( ew Inbox Rule Required fields Apply this rule	ObjectTy ?
ew Inbox Rule Required fields Apply this rule	0
Required fields	
Apply this rule	
* When the message arrives, and:	
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√ Save 💥 C	ancel

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** 

Secure   https://email.vanderbilt.ed Address Book	u/ecp/RulesEditor/NewInboxRule.aspx?	pwmcid=2&ReturnObjectType=1
Image: Default Global Addr       Image: Default Global Addr         Image: All Rooms       Image: Default Global Addr         Image: Contacts       Image: Default Global Addr         I	ne, Firstname Arrange by Name × A on top	Contact Alias E-mail Information Job title Department Organization 🛛
Message recipients:		OK Cancel

## Click More Options...

New Inbox Rule *Required fields Apply this rule * When the message arrives, and: [Apply to all messages] Do the following:		au/ecp/nulescultor/newinboxnule.aspx; pwincia-
*Required fields Apply this rule  * When the message arrives, and: [Apply to all messages] Do the following:	lew Inbox Rule	
Do the following:	*Required fields Apply this rule * When the message arrives, and: [Apply to all messages]	•
	Do the following:	
Redirect the message to	Redirect the message to	<ul> <li>Lastname, Firstname'</li> </ul>

## Select Move, copy, or delete > **Delete the message** Click <u>Save</u>

Secure   https://email.vanderbilt.edu/ecp/RulesEditor/	/NewInboxRule.aspx?pwmcid=1&ReturnObjectTyp	oe=1
ew Inbox Rule		
Apply this rule		
* When the message arrives, and: [Apply to all messages]	•	
Add Condition		
Do the following:		
X Redirect the message to	<ul> <li>'Lastname, Firstname'</li> </ul>	
and		
A Delete the message	-	
Add Action		
Except if:		
Add Exception		
Stop processing more rules (What does this mean?)		
Name of rule:		
[Apply to all messages]	]	

It should look like this when you are done.

🍇 New Inbox Rule - Google Chrome	-		×
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New Inbox Rule			0
*Required fields			
Apply this rule			
* When the message arrives, and: [Apply to all messages] Iv Add Condition			
Do the following:  Redirect the message to and  Delete the message to the following to the			
Add Action Except if:			
Add Exception			
[Apply to all messages]			
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