1. Launch any Internet browser and enter “http://physics-mail.ucsd.edu” to login to the Physics Email Portal. Click on the Login link for the Original webmail version to begin.

2. Enter your Physics Username and Password then click on the Login button.

3. Once logged in, click on the Set Up a Vacation Message or Server-Side Filters link.

4. In the next window click on the Add a New Rule button.

5. Under the Condition heading, click the Less... button twice so that only one condition is shown. Click on the Header drop down menu and select “All”. Under the Action heading select “Redirect to the following email address”. Enter the email address you want mail forwarded to. If you also want to leave a copy of the message on the Physics email server, check Keep a local copy as well. Finally, click on the Add New Rule button when you are finished.
Your mail forwarding is now set up. Click on the **Sign Out** link in the upper right hand corner of the screen to log out.

To turn off the forwarding, log in to the Physics Email Portal and click on the **Set Up a Vacation Message or Server-Side Filters** link. Place a check in the box next to your forwarding rule and click on the **Delete** button.

For assistance please contact the Physics Computing Facility Helpdesk at 858-534-6389 or via email at helpdesk@physics.ucsd.edu.