



 Compose

 Pause Inbox

 **Inbox** 1

★ Starred

🕒 Snoozed

📧 Sent

📧 **Drafts** 6

📧 **AAMC** 9

▼ 📧 Accreditation

📧 IBHE

▼ 📧 LCME

📧 CQL

📧 Affiliate Agreements

📧 Billings

🔍 Search mail

From

To

carissa.vanausdall@rosalindfranklin.edu,

Subject

Has the words

Doesn't have

Size

greater than

MB

Date within

1 day

Search

All Mail

☐ Has attachment ☐ Don't include chats

Create filter

Search

← When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: Choose label... ▾
- ☒ Forward it to: Choose an address... ▾
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... ▾
- ☐ Also apply filter to matching conversations.

[Add forwarding address](#)

Note: old mail will not be forwarded

 [Learn more](#)

Create filter

## Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding](#) [Add-on](#)

### Forwarding:

[Learn more](#)

- ☐ Disable forwarding  
☒ Forward a copy of incoming mail to



Add a forwarding address

Tip: You can also forward only some of

### Add a forwarding address




Please enter a new forwarding email address:



Cancel

Next



☐ Disable forwarding

☒ Forward a copy of incoming mail to sarah.schuck@rosalindfranklin.edu (in use by a filter) ▼ and keep Rosalind Franklin University Mail's copy in the Inbox ▼

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

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[Save Changes](#)

[Cancel](#)

