These instructions are for Campus Students and Open Learning Students who would like to forward their student email to another email address.

Note: This option does not work in Google Chrome. Please use either Internet Explorer or Mozilla Firefox.

Setting up the Rule to Direct Your Mail

1. Select 'Create an Inbox Rule'.

2. Click on 'Details'
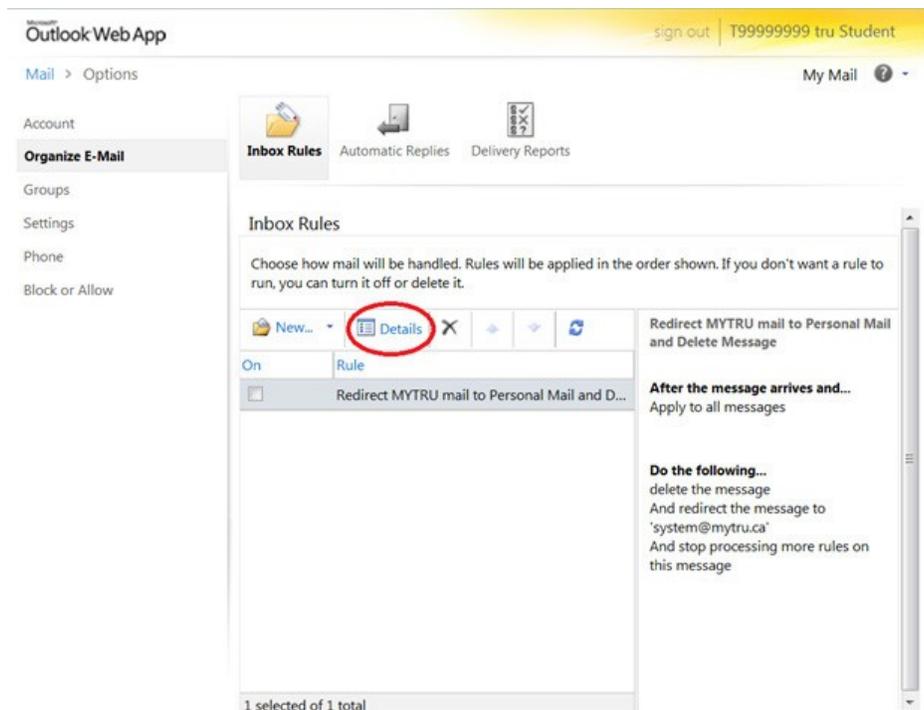
3. Click on the email address and replace it with your personal email account

i.e. yourname@gmail.com
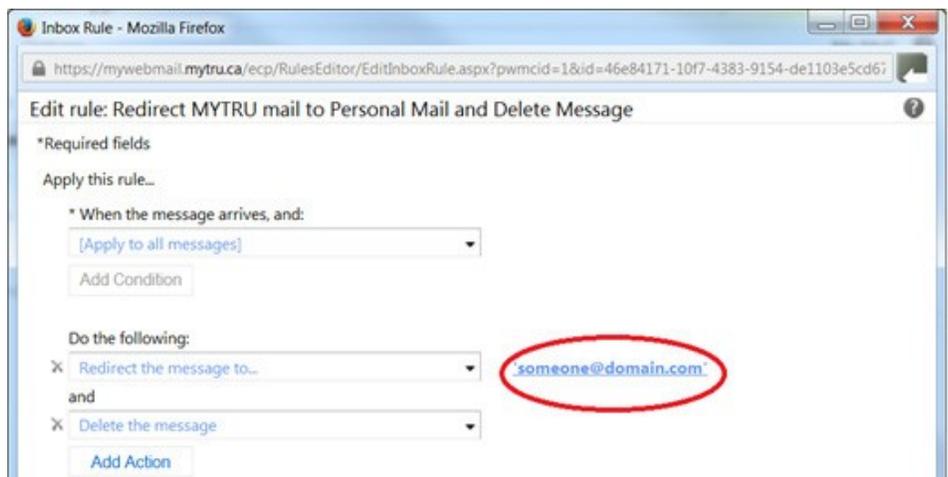
4. Click on this email address to replace it with your own.

Click 'OK', and then 'Save'
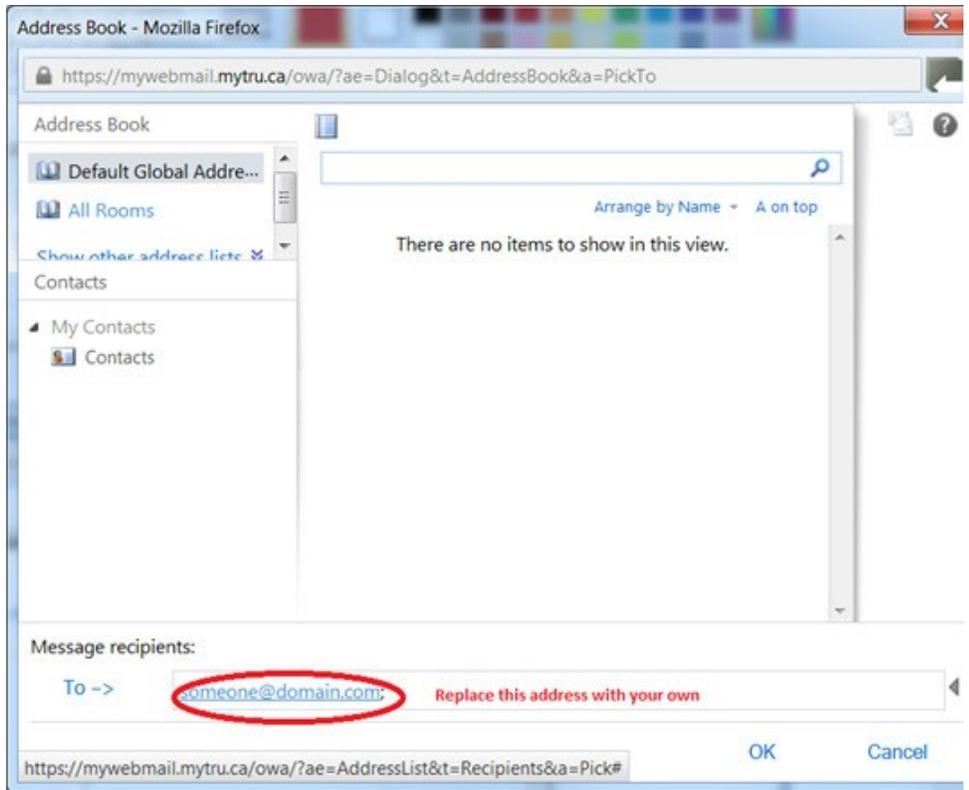
5. Click on the Checkbox to activate the rule.
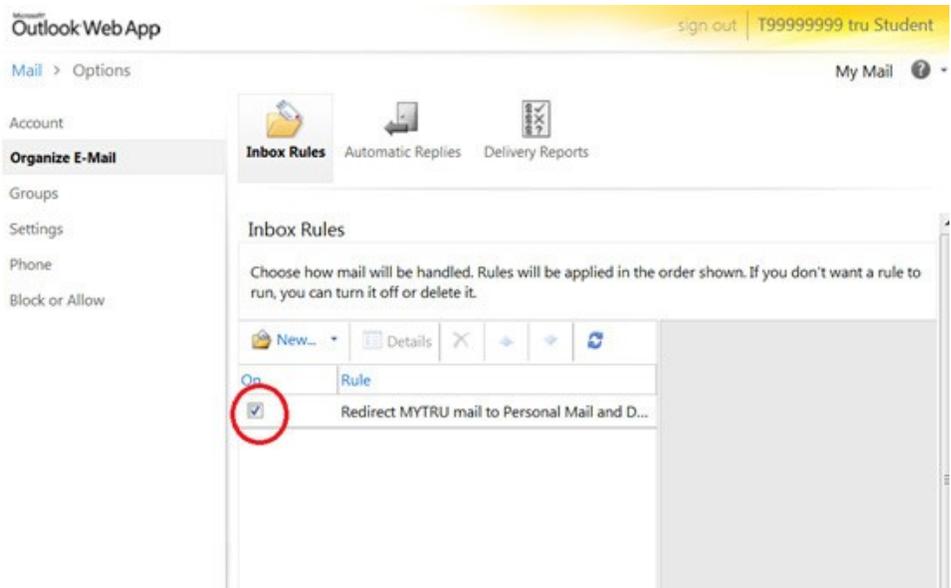
From now on your @mytru.ca email will be redirected to the email address you entered. Email in your @mytru.ca mailbox will be deleted after 14 days.

If you have questions, please contact **ITServiceDesk@tru.ca.**