



# INSTRUCTIONS FOR CAMPUS EMAIL FORWARDING

Step 1: Go to student email at <http://webmail.adelaide.edu.au/>

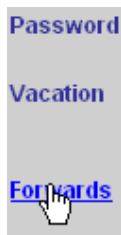
Log Me in Now!

**Step 2:** Log into your email account. Your Username is comprised of your Student ID proceeded by the letter "a". E.g. a1234567. You can find your Student ID on your University Student Identity Card. Your password was sent to you when you initially enrolled. If you do not know, or have forgotten your password, you must contact the Student Centre. If you go in person with some photo ID, the staff will issue you with a new password on the spot.

Welcome to Web Mail

Username

Password



**Step 2:** Click on the Account Manager icon in the top menu bar.

**Step 3:** Select 'Forwards' from the menu at the top of the screen.

**Step 4:** Click on the radio button next to "set/install a forward to:" and enter the address to which you wish to forward your emails.

**Step 5:** We recommend that you do not keep a copy of your emails in your student mailbox. Student accounts have a 50MB limit which, when exceeded, will prevent any new messages sent to you being received. Ensure that the check box is not ticked, as illustrated below:

Keep a copy in your mailbox

**Step 6:** You must enter your login password again and then click



# UNIVERSITY EMAIL POLICY

**"It is your responsibility to regularly read correspondence sent to your campus email address(es)."**

All students and staff members at the University have at least one campus email address. From time to time, the University will send official correspondence to you via your campus email address(es).

All postgraduate students have a campus email address of the form:

**firstname.lastname@student.adelaide.edu.au**

However, if you are also a staff member at the University (eg a tutor/demonstrator), or are/have been paid a scholarship by the University, you will also have a staff email address of the form:

**firstname.lastname@adelaide.edu.au**

Where a student has both a student and a staff email address, the default campus email address is generally of the staff form. However, you may continue to receive messages from the University addressed to both your student and staff email accounts.

If you do not regularly access one or both of these accounts, you should organise an automatic forward from the relevant account(s) to your preferred address to ensure you are receiving all correspondence from the University (your preferred email address need not be a University address).

Instructions on how to do this are on the reverse side of this leaflet.

Further information on the University's email service and a user guide is available at:  
<http://webmail.adelaide.edu.au>

Alternatively, you may contact the ITS help desk on 8303 3000 or  
[servicedesk@adelaide.edu.au](mailto:servicedesk@adelaide.edu.au) for assistance.