

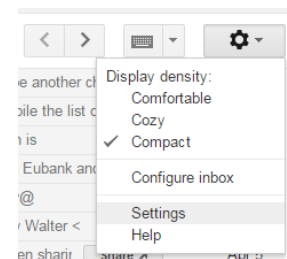
STLF E-mail Forwarding

A Chapter's STLF e-mail account is the primary way that the National Support Office communicates with the Chapter Core. We realize that with class, work, and life, it's easy to forget to check the chapter e-mail address regularly. Therefore, it is highly encouraged that individual chapter core members set up forwarding FROM their chapter's STLF account TO their most used personal e-mail account (school, gmail, etc).

Google makes this kind of a long process so we apologize in advance.

Step 1

In your chapter's STLF account, click the "gear" button and then settings



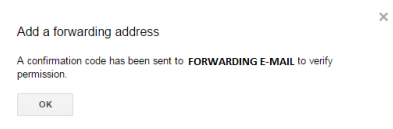
Step 2

In the "Forwarding and POP/IMAP" tab, click "Add a Forwarding Address".

Enter your personal e-mail address and click next.

Step 3

An e-mail will be sent to your personal address. Please follow the verification instructions on the e-mail.



Step 4

Now that your e-mail address is in the system, you'll need to create a filter. Click on the "Filters and Blocked Addresses Tab" and click "Create a new filter".

[Type text]

Step 5

A box should appear with text fields like “To, From, Subject, etc”.

In the “To” category, input your chapter’s STLF e-mail address. Click “Create filter with this search”

Filter ×

From

To

CHAPTER@stlf.net

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size greater than MB

[Create filter with this search »](#)

Step 6

The final step is to click the “Forward it to” button and select your newly created “Personal E-mail Filter” from the dropdown menu.

Click the blue “Create filter” button at the bottom and the STLF e-mails will now forward to your personal account

Feel free to test it out by sending a test e-mail to your chapter’s STLF account to see if it forwards to your personal account.

[« back to search options](#) ×

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label:

Forward it to: [add forwarding address](#)

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

Categorize as:

Also apply filter to 0 matching conversations.

[Learn more](#)

Note: old mail will not be forwarded

If you have any issues, please contact your National Support Staff Representative