

# Mail Forwarding

This document contains the following sections:

- [Mailing Forwarding through Web Portal](#)
- [Using Unix Forward](#)

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For information related to this topic refer to:

- [Using Vacation Scripts](#)  
(<http://www.cmu.edu/computing/doc/email/vacation/index.html>)



## Through the Carnegie Mellon Web Portal

The Portal web service offers a USER FRIENDLY method of forwarding mail that is capable of the same results as the UNIX **forward** program. If you are unfamiliar or uncomfortable with Unix commands, follow these steps to set mail forwarding:

1. From the [Web Portal \(https://my.cmu.edu\)](https://my.cmu.edu), select the **COMPUTING** tab.
2. Select **Manage Email** and then **addresses/forwarding**.
3. Select **Modify** for the email account you would like to have forwarded, such as your cmu.edu email or your andrew.cmu.edu email.
4. In the **Forward to** text field, enter the appropriate email address, then click **Add**.  
**NOTE:** If you would like to forward one copy of your email to an external account, while having another copy stored in your Andrew mailbox, set one of the mail forwarding addresses to go to **userID@cyrus.andrew.cmu.edu**. For example, joeuser@cyrus.andrew.cmu.edu.
5. Click **Submit**.

**Email Forward**

Address: **dawnj@cmu.edu** [Help with F](#)

Routed to: dawnj+@andrew.cmu.edu

Address: **dawnj@andrew.cmu.edu**

Forward to:

Other Known Email Address(es): dawnj@cs.cmu.edu [About Mail F](#)

*Last Updated: 8/28/09*

## Unix Forward

Forward is a program that lets you set an electronic mail forwarding address, so that mail arriving at your Andrew account will automatically be sent to another account. You can have your mail sent to an account on another campus computer, or even off-campus. Normally, all the formatting and insets (like italics or rasters) is removed when your mail is forwarded. In order to preserve the ATK formatting, see the ms-mailinglists help document.

**IMPORTANT NOTE:** Do not have your mail forwarded to an another account and then back to your Andrew account. Forwarding back and forth creates a forwarding loop.

For help using forward, see the following sections:

- [Set a New Forwarding Address](#)
- [Cancel Forwarding](#)
- [Read and Test a Forwarding Address](#)
- [Options List](#)

This document does not tell you how to forward your mail to your Andrew account (unless you want to forward from one cell running the Andrew Message System delivery system to another). You must find out how mail forwarding works on the other system in order to have mail forwarded to Andrew. The Andrew address to have mail forwarded to is **userid+@andrew.cmu.edu**.

*Last Updated: 12/13/07*

## Set a New Forwarding Address

### To set a new forwarding address:

In your Typescript or xterm window, type the following command

```
forward newaddress
```

where newaddress is the address to which you wish to have mail forwarded. The address may be in any form that is accepted by Andrew Message System programs. If you wish to specify more than one address, separate the addresses with commas, as in

```
forward newaddress1, newaddress2
```

"Forward" will validate the address for you, and print out a line of confirmation. In general, it will take a few days for your forwarding address to take effect. If it takes longer than a week, report that fact to advisor. When you type in the forward command, it should result in the following output:

```
%forward biafra@psy
The forwarding address for user jbRo in cell andrew.cmu.edu
will be established as ``biafra@psy.cmu.edu''.
```

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## Cancel Forwarding

To cancel forwarding:

In your Typescript or xterm window, type the following command

```
forward -z
```

"Forward" will print out a line of confirmation. As with starting your mail forwarding, it may take a few days for your forwarding to be canceled. See the example below:

```
% forward -z  
The forwarding address for user jbRo in  
cell andrew.cmu.edu will be removed.
```

*Last Updated: 8/24/06*

## Read Your Forwarding Address

To read your forwarding address:

In your Typescript or xterm window, type the following command

```
forward -r
```

If your forwarding address is in effect, "forward" will print the address. If you have no forwarding address in effect, nothing will be printed out. Notice that if you try this immediately after setting your address you will see nothing because it takes a few days for a newly set address to take effect.

## Other "Forward" Options

There are a variety of switches that you can use with "forward" to have it do different things. Listed below are some more examples:

### To test a forwarding address

In your Typescript, type the following

```
forward -n address
```

where address is what you want to test. "Forward" will either print out a validated form of the address, or a message like the following:

```
There is no such addressee jello in domain andrew.cmu.edu.
```

### To read someone else's forwarding address

In your Typescript or xterm window, type the following

```
forward -r -u userid
```

where **userid** is the user id for the person whose address you want to read. "Forward" will print out their forwarding address if they have one, and will print nothing if they do not have a forwarding address. If you use a non-existent user id, "forward" print out a message telling you as much.

### To read someone else's forwarding address in another cell

In your Typescript or xterm window, type the following

```
forward -r -u userid -c cellname
```

where **userid** is the person's userid in cell specified, and **cellname** is one of the Andrew File System cells running the Andrew Message System delivery system.

The following example reads Jello Biafra's address in Computer Science (where his userid is "jello"), and shows you that he has his mail arriving at that account forwarded to his psychology account.

```
% forward -r -u jello -c cs.cmu.edu biafra@psy.cmu.edu
```

*Last Updated: 8/24/06*

## Options List

To see the usage of forward, type "forward" with no arguments. This will also tell you your current forwarding address. When used in combination, the options below do not need to be used in a specific order. The only restriction on order is that options must precede the forwarding address.

**-a**

before an address says that all arguments that follow make up the new address; thus addresses may begin with a hyphen.

**-z**

asks to remove the forwarding address.

**-n**

changes nothing; it just validates and prints the address.

**-o arg**

says that "arg" must be the old forwarding address, or else the operation should fail. You may have to quote spaces in arg. The default is that the old forwarding address is not tested (as it is here) before setting the new value.

**-c cell**

says that "cell" is the AFS cell in which the forwarding address is to be set or read; the default is the cell in which the user has primary authentication.

**-u user**

says that the forwarding address is to be set or read for "user" in the given cell; the default is the userid corresponding to the VicelD in the cell in which the user has primary authentication.

**-r**

asks that no forwarding address be set, but that the existing, published forwarding address be printed.

**-R**

asks that no forwarding address be set, but that the forwarding address as it exists in the unpublished staging area be printed.

**-s**

asks that no messages of any kind be given (only an exit status, or text if -r or -R is specified).

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