Forwarding Emails To Gmail From Exchange

How To Forward Emails To Gmail From Exchange

This guide may also be found here.

1. **How To Forward Emails To Gmail From Exchange**

   1. Go mymail.aesd.net/ecp and log in.
      1. On successful login you should be in **recipients** (found on the left) >> **mailboxes** (found at the top) with a list of accounts.
   2. Choose an account to work on.
      1. Make sure no one else is working on the same account by checking the Migrated Users Google Sheet. We are working on users in alphabetical order.
      2. If you don't see the name listed add it to the spreadsheet and continue to the next step. Otherwise, go back to STEP 2 and choose another name.
   3. Make a new mail contact.
      1. Go to **contacts** (found at the top)
      2. Search for the name you're working on. If they have a mail contact, skip to STEP 4 (Enable forwarding). Otherwise, continue to the next step.
      3. Click on the **+** icon then select **Mail Contact**. A **new mail contact** window should pop up.
      4. Fill out the form.
         1. **Alias** format should be: **FirstName_LastName**
            Example: john_doe
         2. **External email address** format should be:
            FirstName_LastName@myasd.net
            Example: john_doe@myasd.net
            Do NOT add an @aesd.net address.
      5. Click **Save** once you're done.
   4. Enable forwarding.
      1. Go to the **mailboxes** (found at the top) then double click the name of the account you're working on. Another pop-up window should appear.

2. Go to **mailbox features,** look for **Mail Flow,** then click **View details** directly under it. You should be in the **delivery options** menu
3. Tick on **Enable forwarding** and **Deliver message to both forwarding address and mailbox**
4. Click on the **Browse...** button. A new pop-up should appear.
5. Find the name of the person you are working on. Make sure the **Recipient Type** is **MailContact**. Double click it once found. <u>Do NOT double click the UserMailbox</u> type.
6. Click **OK** at the bottom.
5. Document your work.
   1. Go back to the Migrated Users Google Sheet and tick on **Contact Created** and **Mail Forwarded from Exchange**.
   2. Go to the Users to Import Google Sheet and add the user's **@aesd.net** email address to the list. <u>Do NOT add the @myasd.net address to the list.</u>