

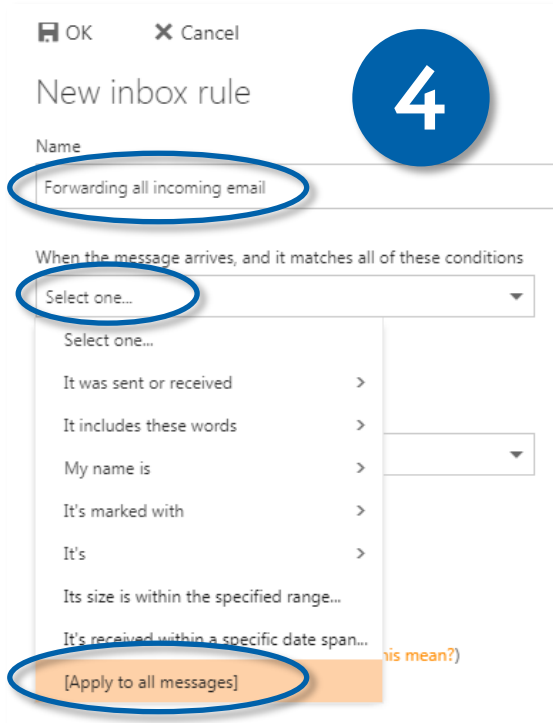
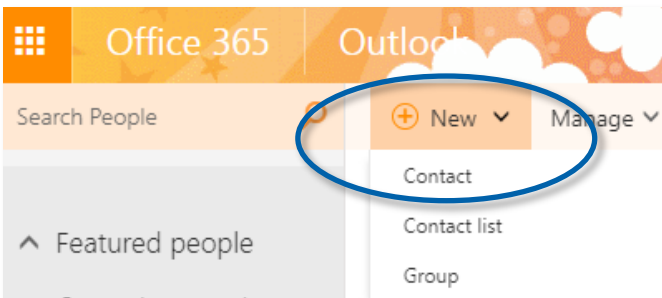
Setting Email Inbox Rules

1 Log in to the student's school email account by clicking on EMAIL in the gray bar at www.bobjonesacademy.net.

Log in with the student's campus credentials. Click on the "people" icon in the bottom left corner of the screen.



Then add your email as a new contact, if you're not already in the student's contacts.



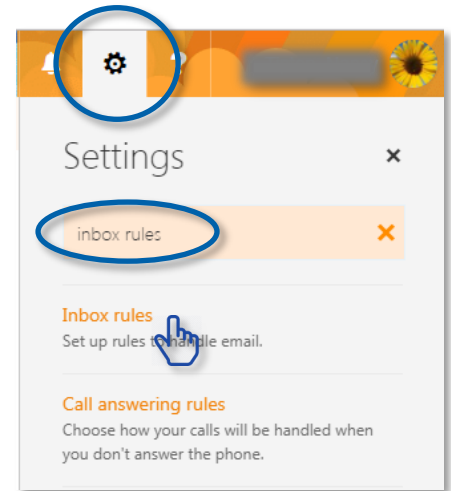
4

Name your rule, such as "forwarding all email."

Click on "Select one...," then select "Apply to all messages."

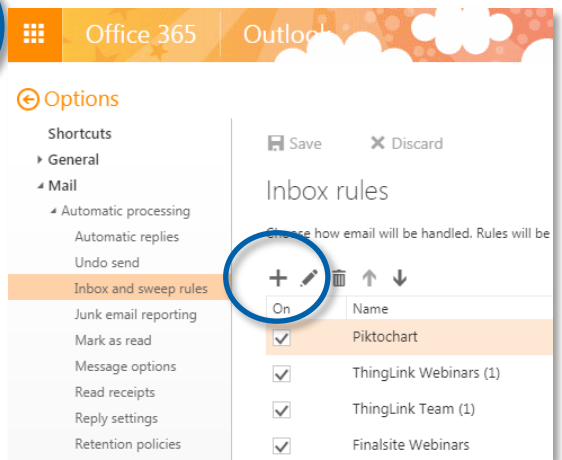
2

Click on the gear icon at the top right hand corner of the screen, then type "inbox rules" in the search field. Select "inbox rules" from the search results.



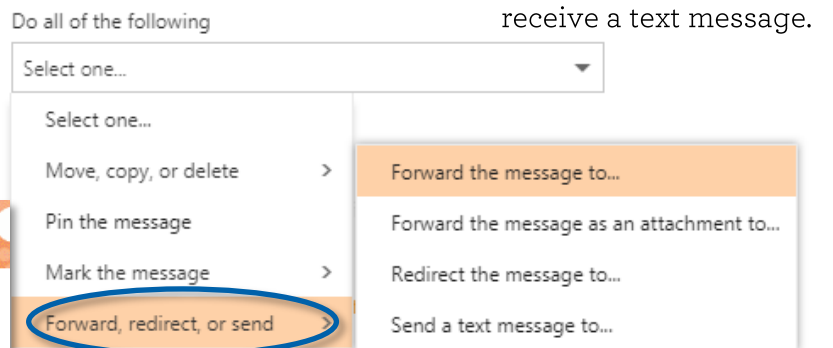
3

Click on the + to add a new rule.



5

Under "Do all of the following," click on the dropdown arrow and select "Forward, redirect, or send." Then select which option you prefer to be notified by. Finish by selecting your email from the contacts or entering your cell number to receive a text message.



6

Click "OK" at the top of the screen to save your rule. Done!

