

# Automatic Wildcat Mail Forwarding

- Click on the Options icon
- Click on the Mailbox Management tab
- Select the “Forward all new messages” bubble
- If you select to “Keep copy”, remember to periodically clean out your mailbox so it doesn’t fill up and reject your emails
- Enter the forwarding email address in the “Forward to:” box

If the forwarding address is invalid or the mailbox is full, email may bounce back to the sender

## Creating a Sent Mail Folder in Wildcat Mail

Email sent from your Wildcat mail is **NOT** automatically saved

First create a “Sent Mail” folder using the “Add Folder” link on the left

## Setting the Sent Folder option Wildcat Mail

- Click on the Options icon
- Select the “Mailbox Management” tab
- Click on the “Sent Folder” pull-down arrow and select your new “Sent Mail” folder

# Using Gmail to import or access Wildcat Mail

- Use the “Settings” link to set up GMAIL to import Wildcat mail
- Click “Accounts”
- Add a mail account you own
- Settings
  - Incoming and Outgoing (POP) Server
    - mail.weber.edu

Don't leave messages on the Server unless you plan to check wildcat mail directly and clean it out regularly

## Outlook express

- Incoming and Outgoing Servers  
mail.weber.edu
- Tools/Accounts
  - Click on the mail.weber.edu account
  - Click on Properties
  - Click on the Advanced tab
  - Check the box to leave or not leave a copy on the server