How can I forward my MIT email to another email address?

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Applies to new mail and calendaring invitations only!
This only applies to incoming mail and Exchange calendaring invitations being received at your MIT email address. This procedure will not have any effect on local mail downloaded to your computer or mail already stored on the MIT mail servers.

Does not apply to MIT Alumni EFL
These instructions do not include information about the MIT Alumni Association email forwarding for life service. For information on this service, go to Email forwarding for Life.

Not responsible for lost email
Once mail leaves the MIT servers, we have no way of knowing if it was successfully delivered, nor do we have any way of determining what happened to a message that was not delivered. Please be aware of the risks involved in forwarding your email to another address.

Overview
There are two ways to forward your incoming MIT email to another address: forwarding and splitting. When you forward your mail, any mail coming to your MIT account will be immediately redirected to the address you specify, and will not show up in your MIT email inbox or MIT web email access program (WebMail or OWA). When you split your email, a copy is made of all incoming email. One copy will appear in your MIT inbox as before, and another copy will be sent to the address you specify.

How to Start Email Forwarding

Use SIPB's Mailto web application to setup forwarding

Created by the Student Information Processing Board, this web application allows you to securely setup email forwarding for your MIT email from your web browser.

Forward your email

To setup forwarding:
1. Navigate to the web app at https://mailto.mit.edu

2. Click the "Login with WebAthena" button

3. Enter your Kerberos username and password, and click login

   Result: You will be prompted to allow WebAthena access to learn your email and modify your settings.

4. Click Allow to get your WebAthena ticket and login

5. If you want to forward all of your mail to a non-MIT.EDU address (for example, if you want to get all your MIT mail sent to your MEDIA.MIT.EDU, aol.com, or gmail.com address instead), just enter it in the box and update.

   Result: Your changes will be displayed and mail should begin forwarding within a minute.

It may take a minute or two for the forwarding to take effect - longer if there are a number of other people making changes at the same time. In the meantime, you should continue checking your MIT email account.
Carefully check your email address
The application does not actually check to see if the address you specify exists or is correct, only if it is entered in a correct format of username@hostname. If there is no such mailing address, you will not receive mail, and any mail sent to you will be bounced back to the original sender.

Split your email
If you wish to SPLIT your email (MIT to keep a copy of your mail in addition to sending it elsewhere):

1. Click on the word “Instead”

   ![Image of Mail Forwarding]

   Result: “Instead will change to “In addition”

2. Enter your email address to split to and click update

   ![Image of Mail Forwarding]

   Result: You will be presented with your changes

You will be able to check your email both on Athena and via your other email account. Make sure you type your address exactly as it should be spelled, otherwise copies of your mail will be bounced back to the sender.

Log in to Athena (Command Line)
The forwarding and splitting commands are available from the Athena command prompt. You need to log into Athena either on an MIT Athena workstation or using ssh or telnet to athena.dialup.mit.edu. You can also go to http://athena.dialup.mit.edu/ which will allow you to start up an ssh connection using a Java applet in a web page.

Forwarding your email
If you want to forward all of your mail to a non-MIT.EDU address (for example, if you want to get all your MIT mail sent to your MEDIA.MIT.EDU, aol.com, or gmail.com address instead), you should type the below at your Athena command prompt, usually athena%:

```
joeuser@athena:% chpobox -s joeuser@example.com
```

Note: Be sure to fill in the correct information for joeuser@example.com.

It may take a minute or two for the forwarding to take effect - longer if there are a number of other people making changes at the same time. In the
meantime, you should continue checking your MIT email account.

**Carefully check your email address**
The `chpobox` command does not actually check to see if the address you specify exists or is correct, only if it is entered in a correct format of `username@hostname`. If there is no such mailing address, you will not receive mail, and any mail sent to you will be bounced back to the original sender.

### Splitting your email

It is also possible to forward all your email to another email account while still having a copy sent to your Athena account. This feature is known as having a SPLIT mailbox. To do this, type the following at the Athena command prompt, usually `athena%`:

```
chpobox -s joeuser@example.com
```

Note: Be sure to fill in the correct information for `joeuser@example.com`.

Please note that splitting uses the capital "S", while forwarding uses the lowercase "s".

You will be able to check your email both on Athena and via your example.com account. Make sure you type your address exactly as it should be spelled, otherwise copies of your mail will be bounced back to the sender.

Note that there is a quota for how much mail can be stored in your mailbox on MIT's mail servers. You should not allow that mail to accumulate without checking it. If you exceed your quota for stored MIT mail, mail sent to you will begin to bounce back to the sender.

The default mail quota is 2GB; depending on how much mail you receive you may have only a week or so before your mail starts bouncing, if you do not move it to your local computer with an email client or login to delete it from the server.

### Reverting to your MIT email account

#### Revert using SIPB's Mailto web application

Assuming you have successfully logged in, you can click the "Restore default settings" link at the bottom of the page.

Result: Your mail will be unforwarded/unsplit.

#### Revert using chpobox

Again, the change may take a minute or two to take effect.

If you want to stop forwarding your mail, just type the below at the Athena command prompt, usually `athena%`:

```
joeuser@athena:~$ chpobox -p
```

After a minute or two (maybe longer) your mail will be delivered to and only to your original MIT mailbox. Please continue to check your external addresses until the update takes effect.
Checking your forwarding status

Using SIPB’s Mailto web application

If you want to see where your mail is currently being forwarded to, you can login to the SIPB Mailto web app and display your forwarding information.

Using Athena

You can type this command at the Athena command prompt:

```
joeuser@athena:~$ chpobox
```

It will tell you something that looks like one of the following:

<table>
<thead>
<tr>
<th>Output</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>User jarandom, Type EXCHANGE, Box: EXCHANGE.MIT.EDU (<a href="mailto:jarandom@EXCHANGE.MIT.EDU">jarandom@EXCHANGE.MIT.EDU</a>) Modified by jarandom on 20-aug-2015 10:23:38 with chpobox</td>
<td>Mail is not being forwarded. Type &quot;EXCHANGE&quot; is what the MIT Exchange mail servers are identified as. The entry &quot;EXCHANGE.MIT.EDU&quot; means that the mail is being delivered to jarandom's MIT Exchange inbox.</td>
</tr>
<tr>
<td>User freduser, Type SMTP, Box: <a href="mailto:fred@ucla.edu">fred@ucla.edu</a> Modified by <a href="mailto:freduser@ATHENA.MIT.EDU">freduser@ATHENA.MIT.EDU</a> on 28-aug-2014 09:58:00 with chpobox</td>
<td>Mail has regular forwarding set up, as indicated by the &quot;SMTP&quot; entry. Any mail addressed to <a href="mailto:freduser@mit.edu">freduser@mit.edu</a> will instead be delivered to <a href="mailto:fred@ucla.edu">fred@ucla.edu</a>.</td>
</tr>
<tr>
<td>User janeuser, Type SPLIT, Box: <a href="mailto:janeatmit@gmail.com">janeatmit@gmail.com</a> (<a href="mailto:janeuser@EXCHANGE.MIT.EDU">janeuser@EXCHANGE.MIT.EDU</a>, <a href="mailto:janeatmit@gmail.com">janeatmit@gmail.com</a>) Modified by janeuser on 20-aug-2015 21:21:34 with chpobox</td>
<td>Mail has split forwarding set up, as seen by the &quot;SPLIT&quot; entry type. Jane's mail is going both to her MIT Exchange inbox, and to her Gmail account, <a href="mailto:janeatmit@gmail.com">janeatmit@gmail.com</a>.</td>
</tr>
</tbody>
</table>

See also

- How do I contact User Accounts?
- Email at MIT: Forwarding Your Email