

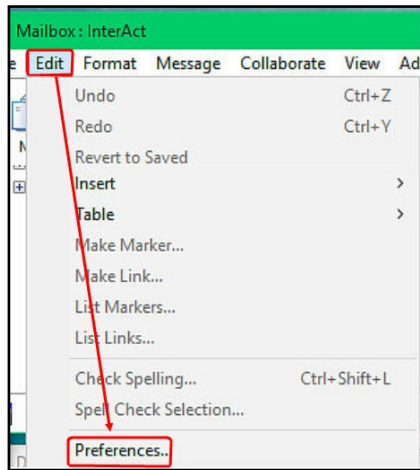
Redirecting Email from InterAct to G Suite

What is the difference from “forward” and “redirect”?

- If you **forward** your email, the sender in G Suite will show you as the sender (Not recommended)
- If you **redirect** your email, the sender in G Suite will be the originator of the InterAct email. (Recommended)

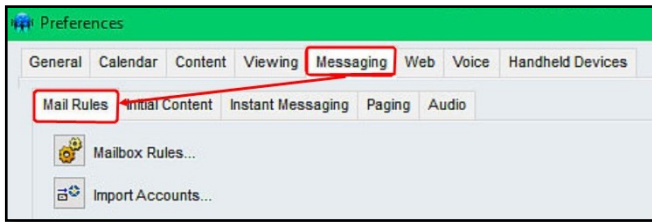
1. Log into your InterAct account.

2. From the menu bar, select **Edit**, then select **Preferences**.



3. Select the **Messaging** tab.

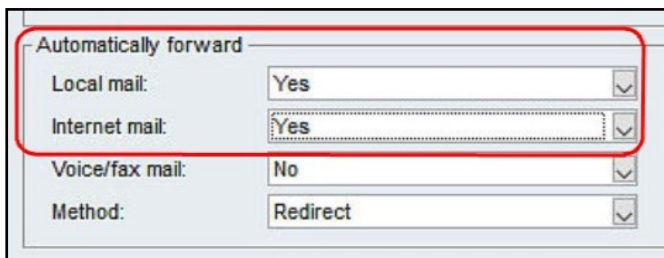
4. Select the **Mail Rules** tab.



5. In the **Automatically forward** section,

a. Set Local mail: to **Yes**.

b. Set Internet mail: to **Yes**.



Local mail - originates from within the InterAct system.

Internet mail - originates from outside of the InterAct system.

6. To the right of **Method:** select **Redirect**.

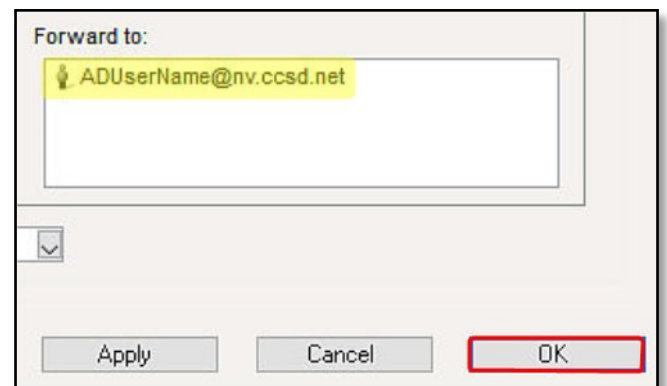


This option will maintain the originator’s name when you open the email in G Suite.

7. In the Forward to: section, insert your **Active Directory UserName@nv.ccsd.net**.

This is the same user name you log on to your work computer with @nv.ccsd.net following.

8. Select **OK**.



* Once this change has been made to your preferences, it will be active the **next time you sign into your InterAct account**.

*If you need to be active right away, simply sign out of InterAct completely and sign right back in.

*Now all messages will be redirected to your G Suite account.