How to re-direct your EC Mail to your personal Email Account

Select ‘EC Mail’ from the ‘Quick links’ dropdown menu on the University of Auckland homepage

Click the ‘Login to EC Mail’ button on the left hand corner of the page

Sign in using your UPI and password. Your UPI is four letters followed by three numbers

Once you’re into your EC Mail, click the icon at the top right hand corner of the page, and select ‘Settings’ from the dropdown menu

Settings

Next to ‘Forwarding,’ click the button ‘Add a forwarding address’ and enter the email address you’d like your University emails to be forwarded to
Follow the instructions, and a confirmation code will be sent to the email address you entered. Check your emails. There should be a message from The University of Auckland with a confirmation code. Copy this code and click the link to confirm the forwarding request.

Go back on the ‘Forwarding and POP/IMAP’ page and paste the verification code in the field available. Click ‘Verify’

Next to ‘Forward a copy of incoming mail to’ you should now see this email address in the dropdown menu. Select it, scroll to the bottom of the page, and click ‘Save Changes’

All done!