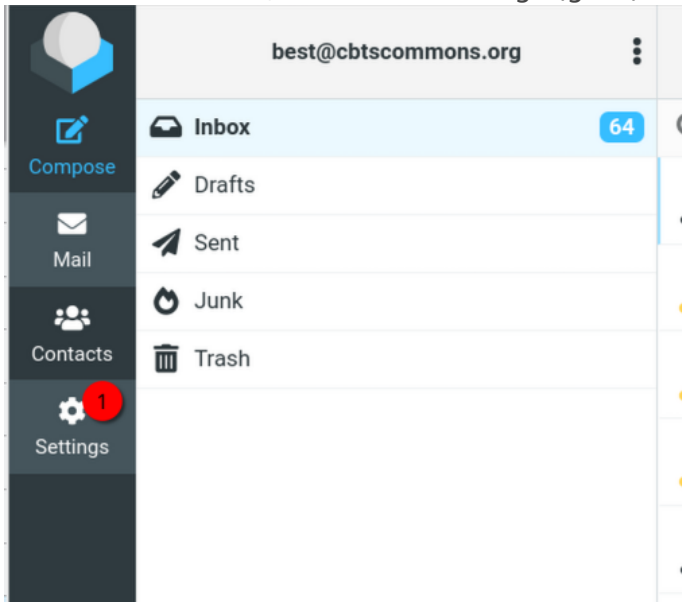
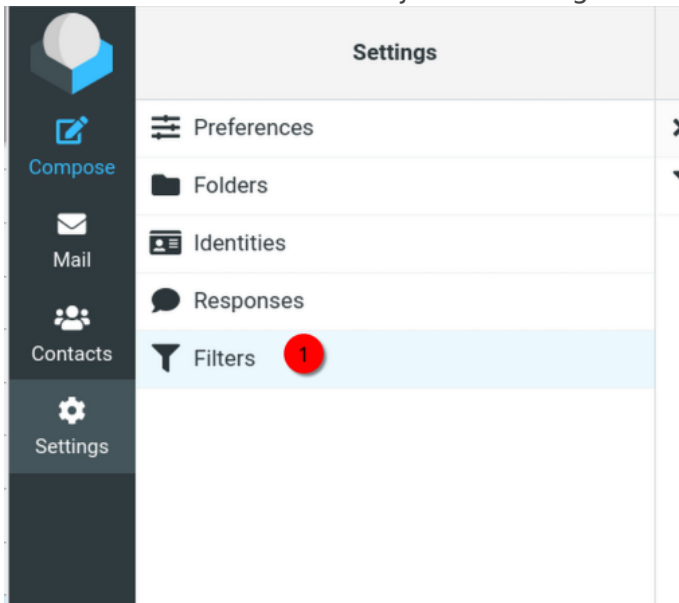


Forward all CBTSCommons email to your existing CBTS email address

1. Log in to your CBTSCommons email address - <https://roundcube.cbtscommons.org>
 1. Select the "Login with Authelia" option.
 2. If you are not automatically logged in, enter your CBTSCommons credentials & then select "Sign In".
2. On the left sidebar, select the Settings (gear) icon.



3. Select "Filters" from the list just to the right.



4. On the top right, select "Create".



5. Set the following filter options.

1. Set a filter name. (The name doesn't matter, but we suggest "Forwarding").
2. Make sure the filter is set to enabled.
3. Set Scope to "all messages".
4. Under actions, select "Send message copy to" and
5. enter your CBTS email address in the box to the right.
6. Select Save.

A screenshot of the Gmail 'Create a new filter' configuration form. At the top, there are 'Create' and 'Delete' buttons. The form has several fields: 'Filter name' with the value 'Forwarding' (marked with a red circle and '1'), 'Filter enabled' with a toggle switch turned on (marked with a red circle and '2'), and 'Scope' with the value 'all messages' (marked with a red circle and '3'). Under the 'Actions' section, there is a dropdown menu set to 'Send message copy to' (marked with a red circle and '4') and a text input field containing '[youremail]@cbtseminary.org' (marked with a red circle and '5'). At the bottom, there is a blue 'Save' button with a checkmark icon (marked with a red circle and '6').

6. You will now receive all CBTSCommons email in your existing CBTS Gmail account.

Note: You may have to mark the first few forwarded emails as Not Spam in GMail.

Revision #3

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