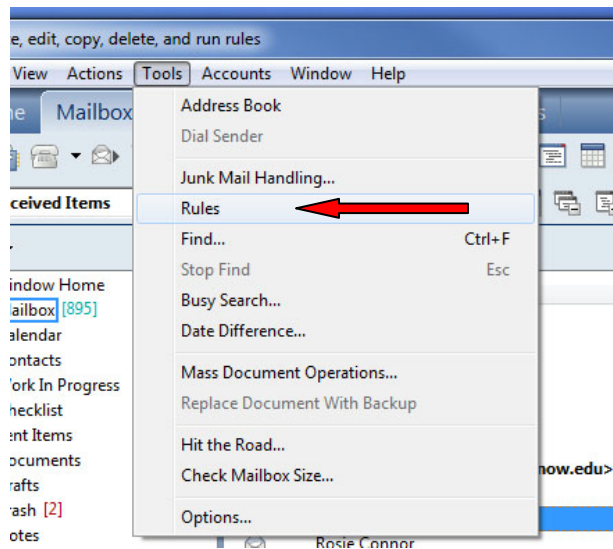


Groupwise Forwarding Rule

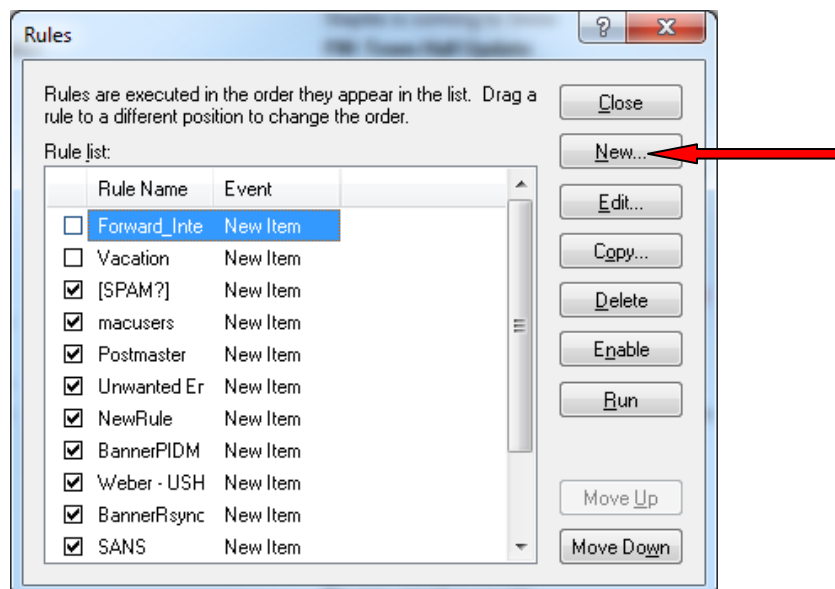
To set this rule, we recommend that you use the Groupwise client. If you don't have the Groupwise client, please let us know and we would be happy to set this rule for you.

First, open the Groupwise client and log in to your email account.

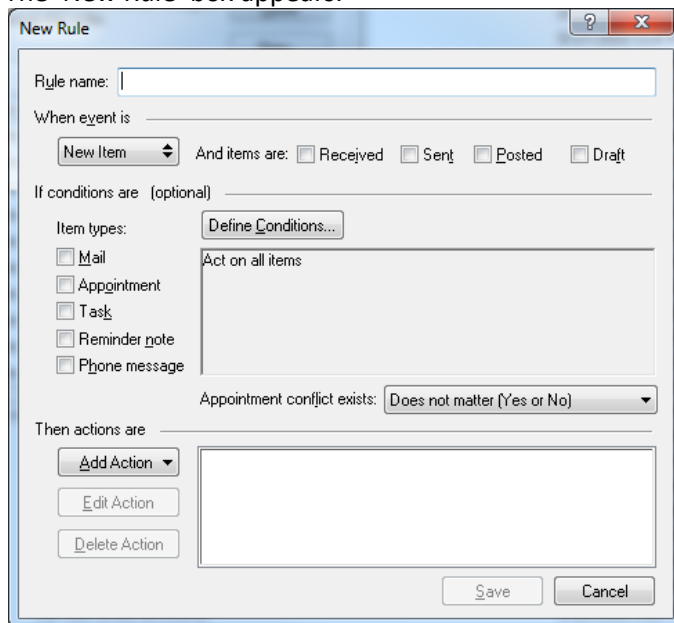
Next, choose the menu 'Tools', and then choose 'Rules' from the menu that pops down.



You should see a box called 'Rules'. Click on the 'New...' button.



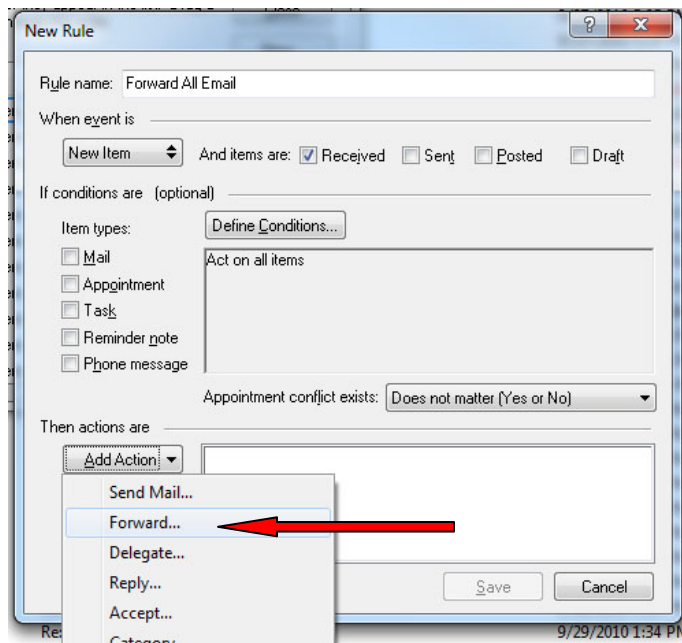
The 'New Rule' box appears.



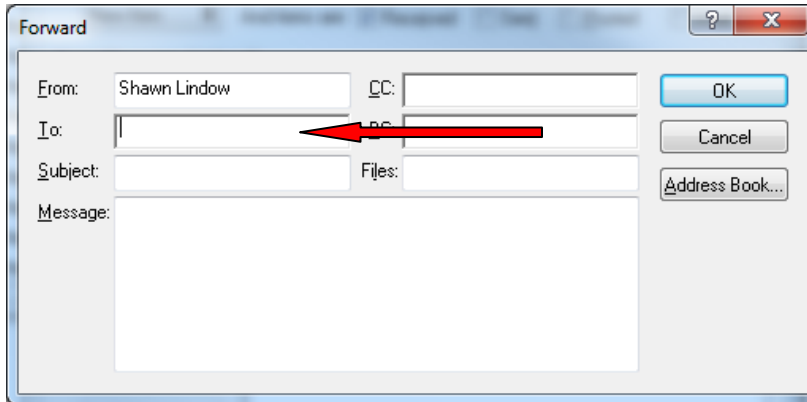
Set the 'Rule Name' to 'Forward All Email'.

Check the 'Received' box.

Click on the button, 'Add Action' and choose 'Forward...'

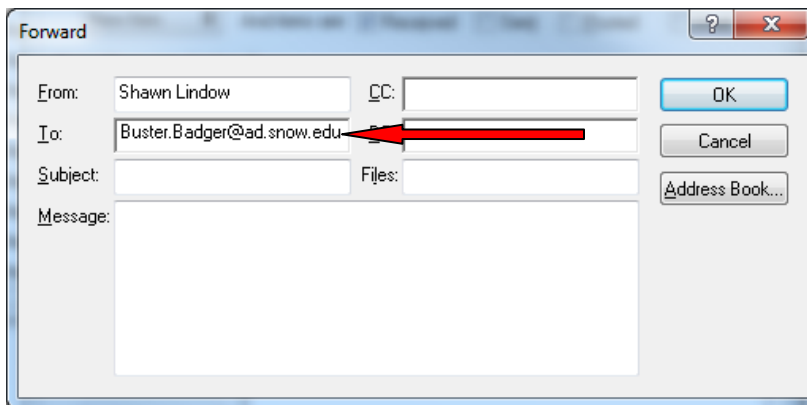


The 'Forward' box appears.



The screenshot shows a 'Forward' dialog box with the following fields: 'From:' (Shawn Lindow), 'CC:' (empty), 'To:' (empty), 'Subject:' (empty), and 'Files:' (empty). There is a large red arrow pointing to the 'To:' field. On the right side, there are buttons for 'OK', 'Cancel', and 'Address Book...'.

In the 'To:' field, enter your email address as: YourFirstName.YourLastName@ad.snow.edu,
For example: Buster.Badger@ad.snow.edu



The screenshot shows the same 'Forward' dialog box, but now the 'To:' field is filled with the email address 'Buster.Badger@ad.snow.edu'. A large red arrow points to the 'To:' field. The other fields and buttons remain the same as in the previous screenshot.

IMPORTANT NOTE:

For this to work, you must include the 'ad.' before snow.edu, ie. @ad.snow.edu

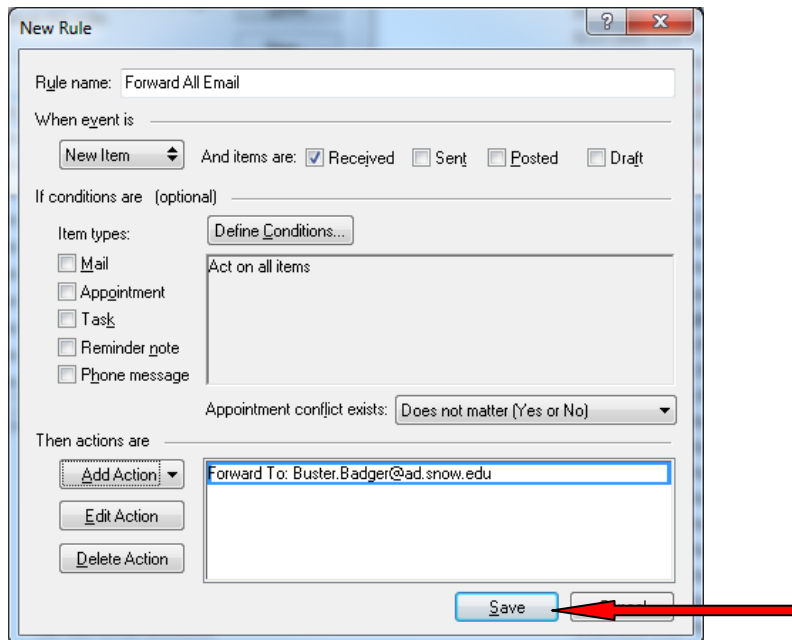
HOWEVER:

Your email address has NOT changed. Adding 'ad.' is only to make it possible for the old email server to successfully route email to the new email server.

(Your email address stays the same as it was.)

After you've entered the address to forward your mail to, click the 'OK' button.

In the 'New Rule' box, click the 'Save' button.

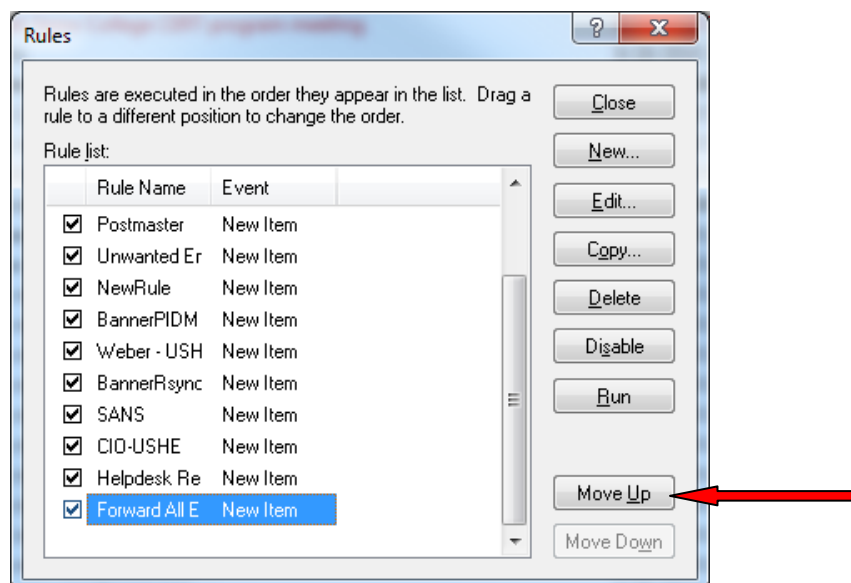


Now, only the 'Rules' box should be showing.

IMPORTANT NOTE:

You want your new 'Forward All Email' rule to be at the top of the list.

In the 'Rules' box, you can select your new rule and use the 'Move Up' button in the lower right to move your new rule to the top of the list.



Once your new rule is at the top of the list, click the 'Close' button.

Finished!