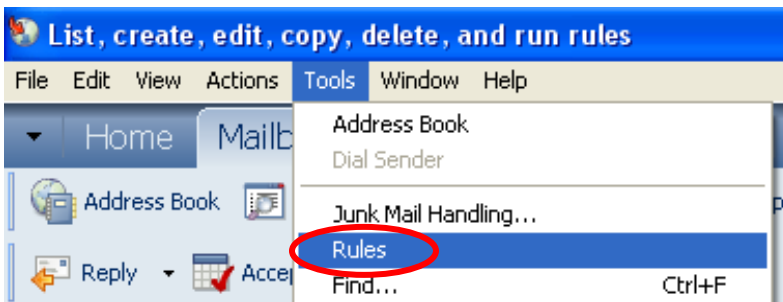




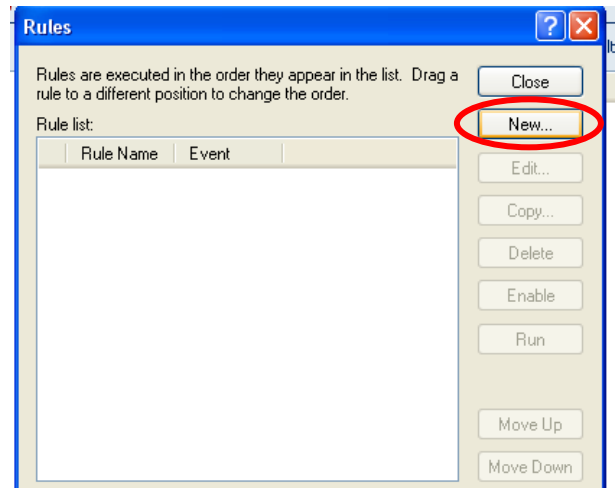
## How do I set “E-mail Forwarding”?

To set up an “E-mail Forwarding”, you need to create a rule in Groupwise. Once the rule is configured, it must enable and disable at your discretion.

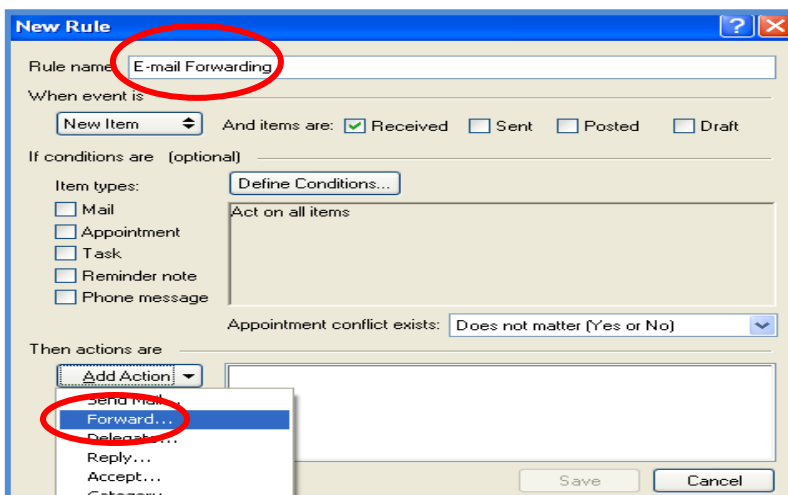
1. In GroupWise, click Tools/Rules on the Menu bar.



2. In the Rules box, select **New**.
3. In the **Rule Name** box, enter “**E-mail Forwarding**” as the rule name.
4. Under **When event is**, select the **Received** box.
5. Leave the **Item types** blank so that the conditions box reads “Act on all items”.



6. Click the **Add Action** drop-down arrow and select **Forward**.





7. Enter the forwarding e-mail address in the **To** box.

Forward

From: Sonya Ratliff      CC:      OK

To:      BC:      Cancel

Subject:      Files:      Address Book...

Message:

8. Click **OK**.

9. Click **Save**.

10. Check that the **Out of Office** box is checked to turn the rule on.

Rules

Rules are executed in the order they appear in the list. Drag a rule to a different position to change the order.

Rule list:

	Rule Name	Event
<input checked="" type="checkbox"/>	E-mail Forwarding	New Item

Close

New...

Edit...

Copy...

Delete

Disable

Run

Move Up

Move Down

11. Click the **Close** button.