# FORWARD GROUPWISE EMAIL TO ANOTHER ACCOUNT

You must setup a rule to forward your GroupWise email to a outside account. Since students have limits on the size of their mailbox it would be wise to also have the rule delete the mail after it has been forwarded. If not, it will keep the original mail and there will be a second copy in the sent items folder. This can cause the mailbox to fill up.

Turn off "Create sent item" before proceeding with this rule. Go to Tools > Options > Send > Mail > uncheck Create Sent Item.
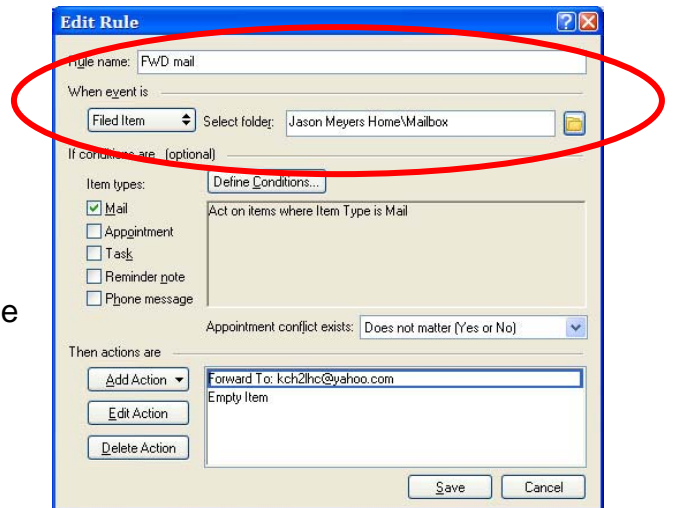
1. Go to TOOLS, Rules, New, Assign a Rule Name.

2. Under 'When event is' select Filed Item and use the yellow folder icon to select your mailbox. Under Item types select all the options.

3. Go to Add Action and select Forward, type in the email address to fwd the mail to. Add another action that says empty item. This will delete it from your mailbox.

4. Save the rule and make sure a check mark is next to it's box to turn it on, then close window. This will now forward any new mail that comes to your mailbox to the address that you provided.

FORWARD PREVIOUSLY RECEIVED MAIL

Should you have older email that you also want to forward, it must appear as if it just arrived in your mailbox as new mail. This is done by moving the email out of your mailbox into a new folder, and then dragging it back to the original folder.
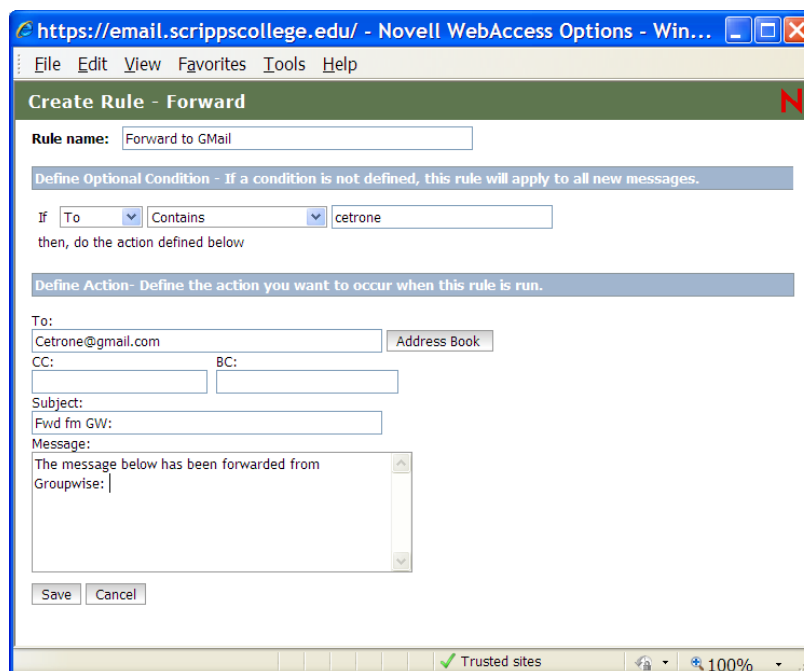
1. Create a new folder by going to File > New > Folder > Name it TEMP and accept all other default settings.

2. Go to the Mailbox where the old email is stored > select or block all the messages > drag them into the new TEMP folder. (You can select all by clicking on one message and then Go to Edit > Select All.)

3. Go to the TEMP folder > select the messages again > drag and drop them back into the Mailbox. This makes GroupWise think they are new messages and the Forward Rule will run on these messages.
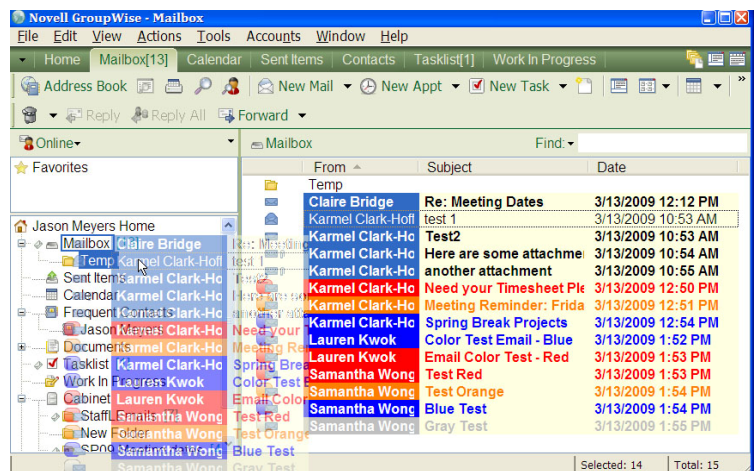
4. Login to your other account and you should see all of your forwarded emails there.

FORWARD MAIL IN GROUPWISE WEB ACCESS

1. Go to Options > click the Rules tab

2. In the Type field select Forward > Click the Create button

3. Give the rule a name

4. Under Define Optional Conditions, enter the conditions for forwarding, e.g. per example below, if the mail received contains "cetrone" in the To field, then forward the email to the specified email address:

5. Under Define Action:

   a. Enter your alternate email address in the To field

   b. Enter any other email addresses you with to receive CC or BCC copies

   c. Enter any "preface" to the email in the Subject field – this will appear on all messages forwarded to the new address

   d. Enter any text you with to include with all messages.

6. Click the Save button when done.