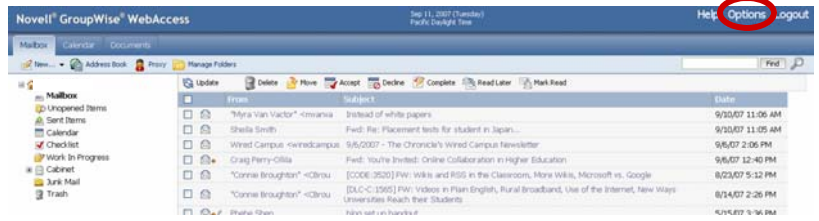


# Forward GroupWise Email to Another Address

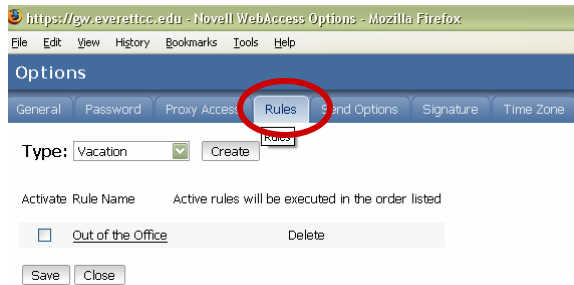
If you would like to forward your GroupWise email to another email address, please follow these instructions. For help, contact the IT helpdesk at HelpDesk@everettcc.edu or x933.

1. Log into your email by going to <http://gw.everettcc.edu>

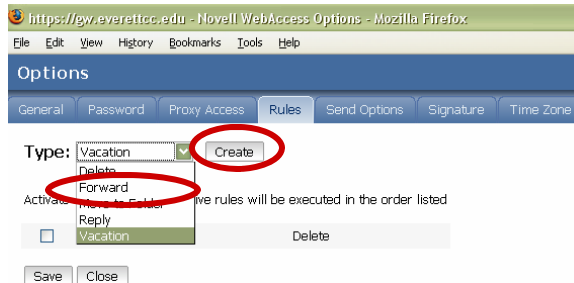
2. Click the Options link - located on the upper right hand side of the screen between Help and Logout.



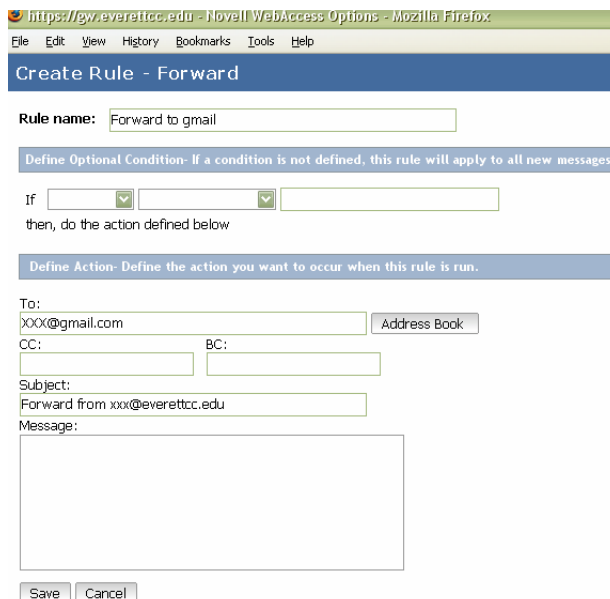
3. A new window will pop-up. Click the Rules option on the toolbar.



4. Where it shows "Type:", Click the drop down box arrow to say Forward.
5. Then click the Create button to the immediate right.



6. Enter the information as follows:
  - ♦ **Enter** a name for the Rule - this can be anything you want.
  - ♦ **Enter** your personal email address in the To: field.
  - ♦ **Enter** anything for the Subject - enter something that will describe that the email is coming from the college account is recommended.
7. Then click the Save button.



*Continued on Back*

## Forward GroupWise Email to Another Address

*continued*

You will receive the following pop-up message:  
*"You have not defined a rule condition. If a condition is not defined, this rule will apply to ALL new messages received. To continue, save this rule with or without a condition."*

**This is normal.** It just wants you to know that you can set conditions on which mail to forward and which not to forward. If you are not an experienced email user, do not alter the conditions because they may cause only certain messages to be forwarded.

8. Click the **OK** button.
9. Click **Save** button again.
10. Click the **Save** button on more time.  
You will see under the Save and Close button "Rules Activate Status Saved".
11. Click the **Close** button and you are finished.

Congratulations you have just completed the steps necessary to forward your mail. Now test it by sending yourself an email.

If you are having any difficulties, please contact the Help Desk at 425.388.9333 and they will gladly help you. If you are on campus in an open lab, please ask the lab assistant if there is one or pick up a campus gray phone and call x9333.

Thank you,  
**IT Department**