

GROUPWISE 7.0

HOW CAN I HAVE MY GROUPWISE EMAIL FORWARDED TO ANOTHER ACCOUNT?

- Go into **GroupWise > Tools > Rules**
- Click on the **New** (button)

In the New Rule dialog box, enter **Rule name:**
Forward to AOL (or whatever you want to name it)

- And Items are:
 - Check **RECEIVED**
- If Conditions are:
 - Check **MAIL**
- Then Actions are:
 - Click on **ADD ACTION** button

- Select **FORWARD**
- Fill in Other Address, etc. in the "To:" line. You must put in a subject!
- Click **OK**.
- Click on **ADD ACTION** button again.
- Select **MARK AS READ**.
- Click **SAVE**.

New Rule

Rule name: Forward to personal Email

When event is: New Item

And items are: Received Sent Posted Draft

If conditions are (optional):

Item types: Define Conditions...

Mail Appointment Task Reminder note Phone message

Act on all items

Appointment conflict exists: Does not matter (Yes or No)

Then actions are:

Add Action Edit Action Delete Action

Forward To: personal@email.com

Save Cancel

Forward

From: Jeanine Schromen CC:

To: personal@email.com BC:

Subject: Forward Files:

Message:

OK Cancel Address Book...

Your rule should now be listed with a checkmark in front of it.

- Click **CLOSE**.
- Test it out to be sure it works correctly.