

# Forwarding all mail from GroupWise 6.5 or 7.0

This is how to forward **all mail** from your CCSF GroupWise account to another email address—and make sure that your GroupWise account doesn't fill up when you do so.

## Log in to the Windows version of GroupWise

You'll need to log into GroupWise at least once to create a **rule** to forward your email. **For this procedure, you must use the Windows version of GroupWise.** This program is available on Faculty or Staff Windows computers on a networked CCSF campus—for instance, the computers available in the Faculty/Staff lab in Batmale 313 on the Ocean campus, in Faculty lounges on any networked campus or in your office.



Double-click the globe icon on the desktop to start GroupWise. Enter your User ID/Login Name and password.

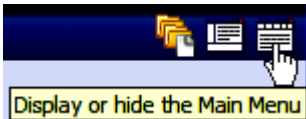
GroupWise



Your **User ID** is usually your first initial + up to 7 letters of your last name (8 characters max). Your **password** is in the paperwork that confirmed your GroupWise account.

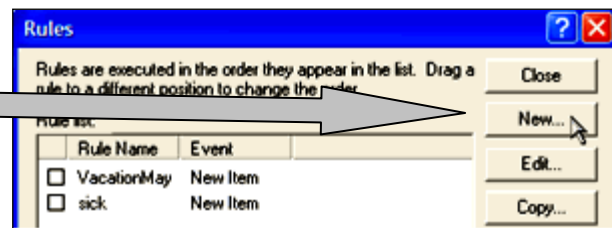
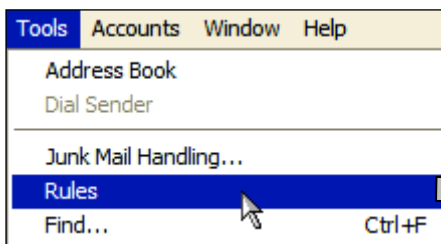
## 1: Set mail to forward: Create a Rule

On GroupWise's top menu, click **Tools** → **Rules**.



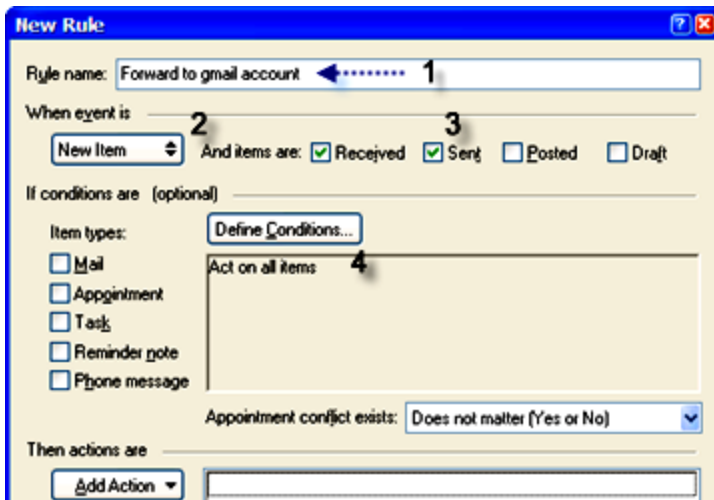
In version 7, if you don't see the menu bar, click the Main menu icon at the top right of your screen; then click Tools → Rules.

The Rules window appears.



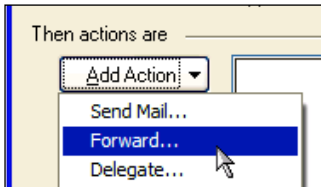
In the Rules window, click **New**.

The **New rule screen** appears: this is where you set things up.



1. Type a name for the rule in the top *Rule name:* box.
2. Under *When event is*, don't change the automatic setting: the button should say *New Item*.
3. On the *New Item* row, click both *Received* and *Sent*.
4. Under *If conditions are (optional)*: **leave all boxes blank.** Under *Define Conditions*, you should see **Act on all items** (as shown).

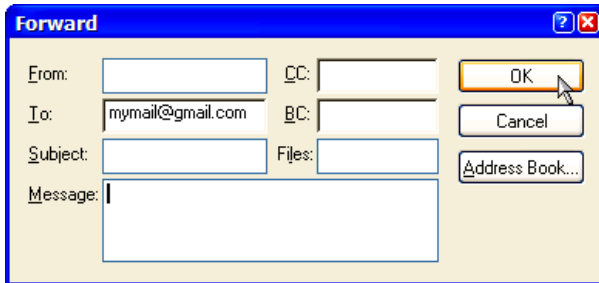
You'll need to add the following two Actions: Make sure that you do *both* and *then save* your settings or else GroupWise will fill up and stop receiving and forwarding messages.



## 2: Set the forwarding address

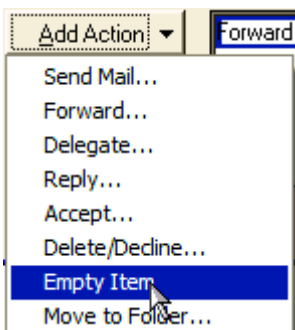
1. Click the down arrow (triangle) at the right of the *Add Action* box. Choose **Forward**.

In the Forward window:



2. Delete any text from the From field.
3. Enter the email address where you want to forward your mail in the To field.
4. Click **OK** to proceed.

## 3: Important: Empty Item—Tell GroupWise to delete mail after forwarding



Click the down arrow (triangle) at the right of the *Add Action* box and choose **Empty Item**.

If you don't do this, GroupWise will fill up your mailbox with old messages, causing your account to shut down and stop both receiving and forwarding mail.

## 4: Save and exit

**Important:** When you are finished, click the **Save** button. Then click **Close** to exit the Rules window.