

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.

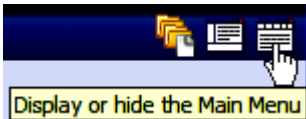
GroupWise



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.

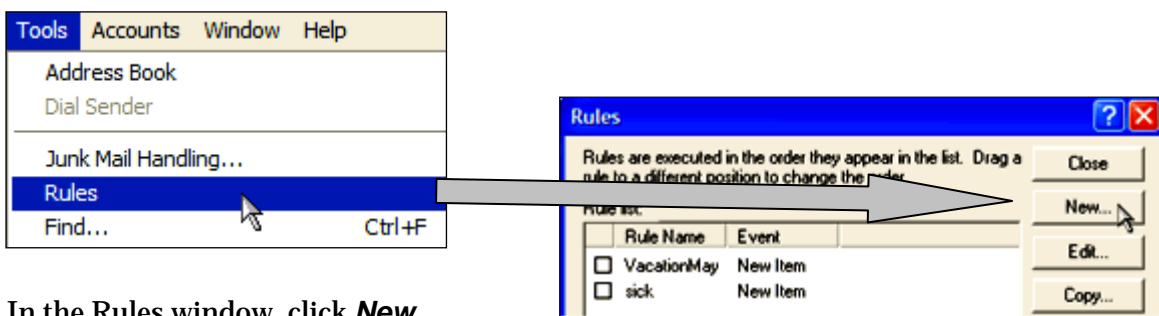
1: Set mail to forward: Create a Rule

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



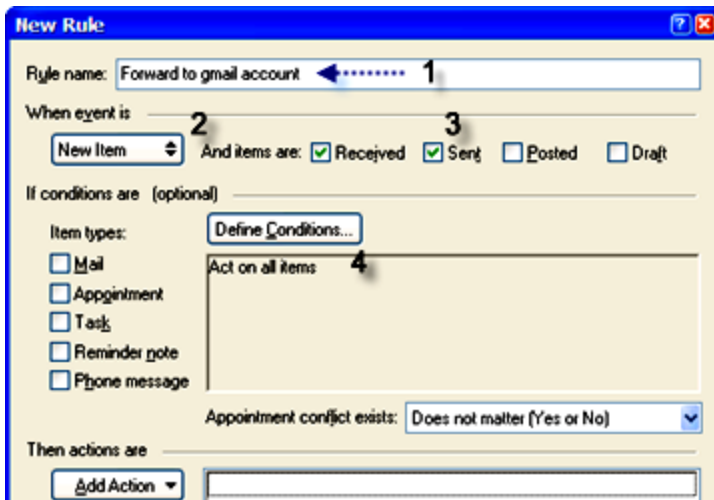
In version 7, if you don't see the menu bar, click the Main menu icon at the top right of your screen; then click Tools → Rules.

The Rules window appears.



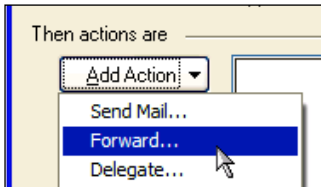
In the Rules window, click **New**.

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).

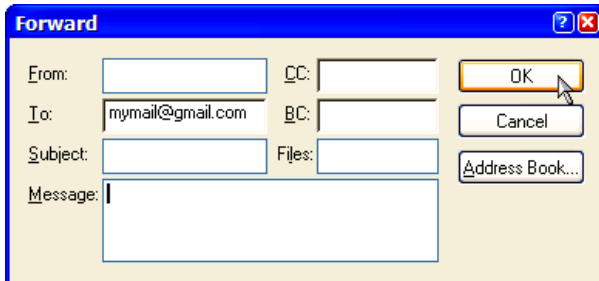
You'll need to add the following two Actions: Make sure that you do *both* and *then save* your settings or else GroupWise will fill up and stop receiving and forwarding messages.



2: Set the forwarding address

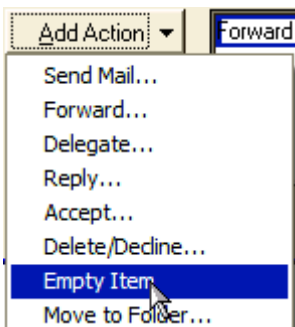
1. Click the down arrow (triangle) at the right of the *Add Action* box. Choose **Forward**.

In the Forward window:



2. Delete any text from the From field.
3. Type the email address where you want to forward your mail in the To field.
4. Press Enter.
5. 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.