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~~10~~ EASY STEPS TO...

Forward Your CityTech Email to Another Email Account, *NOVELL Version*

1. Login to your Novell (GroupWise) Account
2. Select the “Nav Bar Options” icon
The icon is located on the top, left side, next to the “Home” tab; it looks like a drop down arrow
3. Select “Tools”
4. Select the “Rules”
5. Select “New”
6. Complete the necessary fields:
 - a. “Rule name” – enter a name you can save with and identify later
 - b. “New Item” – “Received”
 - c. “Item types” – “Mail”
7. Select “Add Action”
8. Select “Forward”
9. Complete the necessary fields:
 - a. “To” – enter the email address where all CityTech emails will be forwarded
 - b. “Subject” – enter a header subject for all forwarded emails. EX: “Fwd:” or “From CityTech” or “Work Email”
10. Complete the optional fields, if necessary:
 - a. “CC” and “BC” – enter any email addresses where you would like forwarded emails to be carbon copied or blind copied
 - b. “Message” – enter a header message to be included on all forwarded emails. EXAMPLE: “From my CityTech account.” or “From the College.”
11. Select “OK”
12. Select “Save”
13. Verify that the rule has a check mark next to it, indicating that it is active.
14. Select “Close”