

FORWARDING EMAIL

(directed to a non-GCCCD email account)

Revised 8/02/07

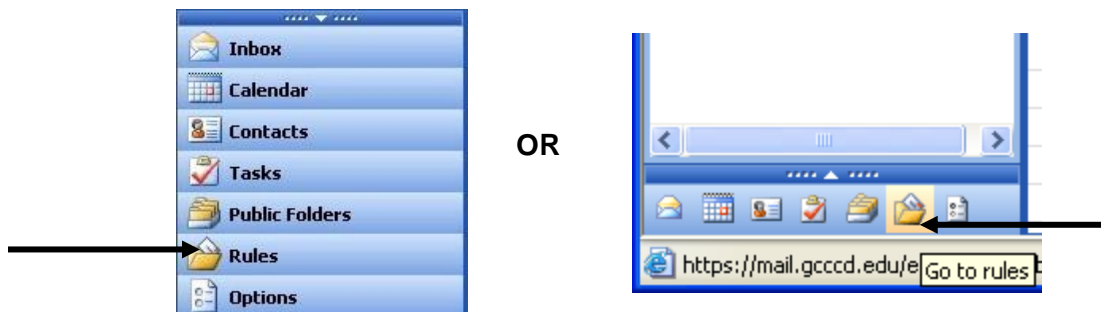
FORWARDING FROM OUTLOOK WEB ACCESS (easiest method)

Content adapted from <http://www.le.ac.uk/cc/cchelp/home/forward.html>

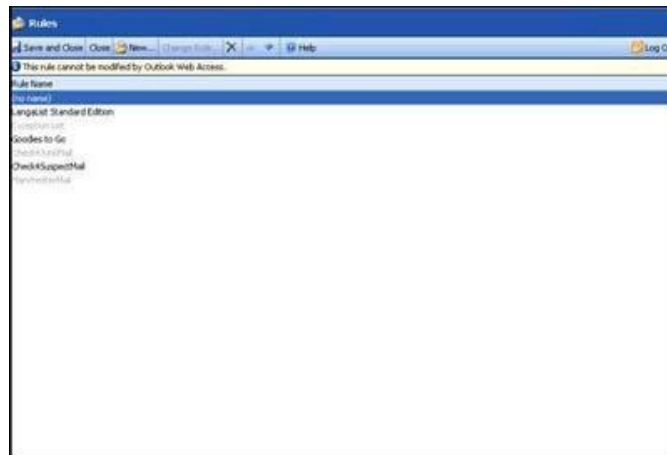
OPEN INTERNET EXPLORER – you cannot use this method from regular Outlook
IMPORTANT: Rules are NOT accessible from browsers other than Internet Explorer

Follow the instructions below to set a forward email address for your GCCCD mail when using Outlook Web Access.

- Go to <http://mail.gcccd.edu> and login to your Webmail account with your GCCCD username and password.
- Click on the **Rules** button on the left hand side of the Outlook Web Access window.



- The "Rules" window opens and it will list any rules you have already created.



- Click on the **New...** button at the top of this window

The "Edit Rule" window opens similar to the following:



- To set up a forward address enter a name in the "Rule Name" field.
- Leave the section **“When a message arrives”** blank to forward ALL email.
- Under **“Then”** select the **Forward it to** option and enter the address you want your email to be sent to.
- **IMPORTANT** Uncheck or Check **“Keep a copy in my Inbox”**

If you UNCHECK the box “Keep a copy in my Inbox”

1. **PASSWORD CHANGES:** You will periodically receive a message through your GCCCD email to change your password. When you receive the message, you will need to login to your GCCCD account and change the password.

If you CHECK the box “Keep a copy in my Inbox”

1. **PASSWORD CHANGES:** You will periodically receive a message through your GCCCD email to change your password. When you receive the message, you will need to login to your GCCCD account and change the password.
2. **DELETION of EMAIL:** You will need to periodically login to your GCCCD account and delete email to prevent reaching your storage limits. Should you reach your limit, you will be prohibited from sending/forwarding email. You will receive a warning message through your GCCCD email when you are getting close to your limits.

- Click on the **Save and Close** option to save your new rule for autoforwarding your email.

FORWARDING FROM OUTLOOK ON CAMPUS (alternate method)

Adapted from Microsoft

You can setup your email to auto forward to a non-GCCCD account such as Yahoo, Hotmail, or Gmail.

IMPORTANT: You need to continue to manage your Mailbox if messages are not deleted when they are forwarded. Otherwise, it will stop sending when it goes over the size limit.

Automatically forward all incoming messages to another e-mail account:

1. Click on the **Inbox**
2. **On the Tools menu, click Rules and Alerts.**

Outlook 2007: Select the E-mail Rules tab

3. Click **New Rule.**
4. Click **Start from a blank rule.**
5. Under **Step 1: Select when messages should be checked**, click **Check messages when they arrive**, and then click **Next.**

Outlook 2007: Under Start from a blank rule, click Check messages when they arrive

6. Under **Step 1: Select condition(s):**
 - a. **If you want ALL mail forwarded** – Do not select any conditions, it is the same as selecting all conditions.
 - b. **If you want SPECIFIC mail forwarded** - Select the check box next to each condition that you want the incoming message to match. Then under Step 2: Edit the rule description, click the underlined value that corresponds to the condition, and then select or type the necessary information.
7. Click **Next.**
8. Under **Step 1: Select action(s)**, select the **forward it to people or distribution list** check box. You can also select **permanently delete it**, but you will have no way of retrieving it later.

PERMANENTLY DELETE IT: If you do NOT select this option, you will need to periodically login to your GCCCD account and delete email to prevent reaching your storage limits. Should you reach your limit, you will be prohibited from sending/forwarding email. You will receive a warning message through your GCCCD email when you are getting close to your limits.

9. Under **Step 2: Edit the rule description**, click **people or distribution list.**
10. In the box under **Specify whom to forward messages to:** type the email address you want items to forward to, then click **OK.**
11. Click **Next** twice.
12. Under **Step 1: Specify a name for this rule**, type a name.
 - a. The check box for **Turn on this rule** should already be selected. If it is not, select it.
 - b. If you want to run this rule on the messages that are already in your folders, select the **Run this rule now on messages already in "Inbox"** check box.
13. Click **Finish.**

PASSWORD CHANGES: You will periodically receive a message through your GCCCD email to change your password. When you receive the message, you will need to login to your GCCCD account and change the password.