

Setting a Groupwise rule – Forward incoming e-mail Step-by-step guide

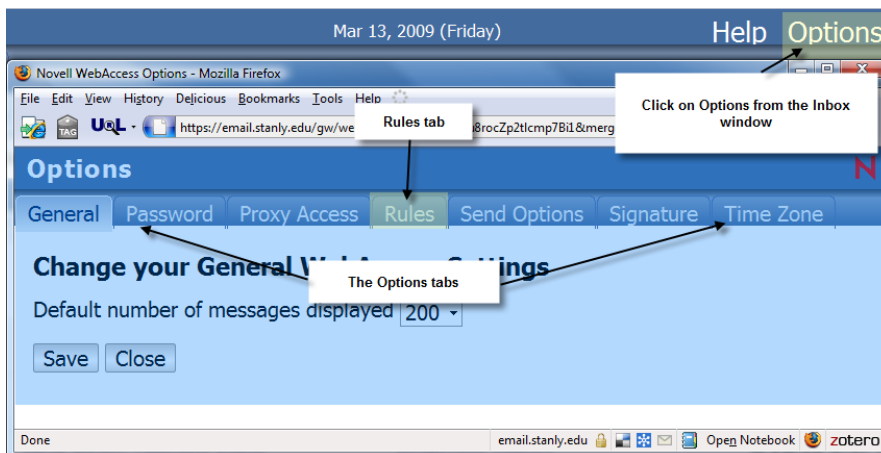
Groupwise is the e-mail program used at Stanly Community College for communication with faculty, adjunct faculty and staff. That works great if Groupwise happens to be your default e-mail account. However, if you are used to checking some other e-mail account, it can be complicated to remember to also check Groupwise. The following instructions walk you through the process of setting up a rule so that all incoming e-mail to Groupwise will be forwarded to the e-mail account you check most often. This process is demonstrated using the e-mail access available from our website.

1. Navigate to www.stanly.edu and click the link to Groupwise. This displays the Groupwise login screen.
2. Log into Groupwise using the same information you use to log into WebCT and WebAdvisor



Successful login will display your inbox.

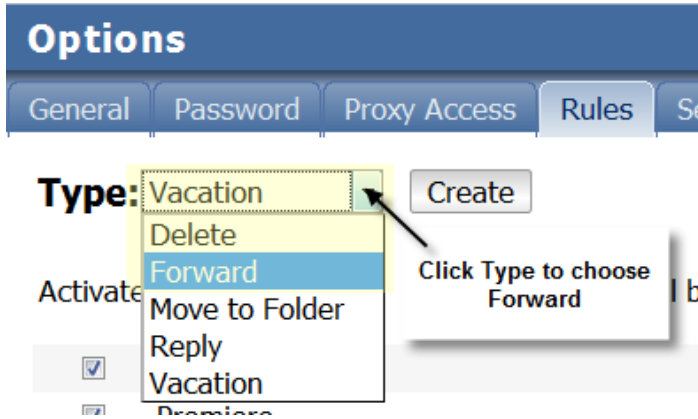
3. Click the Options link (upper right corner of inbox)
This displays the Options tabs



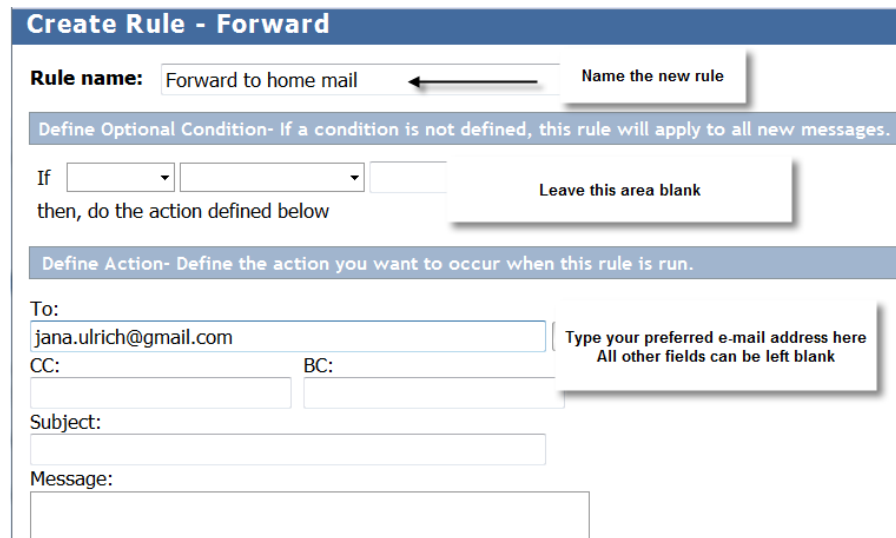
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4. Click the Rules tab
This displays the Rule dialog area
5. Click the Type dropdown box and choose Forward



6. Click the Create button
This displays the Create Rule – Forward dialog
7. Set up your new rule as follows:
 - a. Name your rule
 - b. Leave the “Optional Condition” area blank
 - c. Type your preferred e-mail address on the To: line of the “Define Action” area
 - d. Leave the rest of the “Define Action” area blank



Create Rule - Forward

Rule name: Forward to home mail Name the new rule

Define Optional Condition- If a condition is not defined, this rule will apply to all new messages.

If Leave this area blank

then, do the action defined below

Define Action- Define the action you want to occur when this rule is run.

To: jana.ulrich@gmail.com Type your preferred e-mail address here All other fields can be left blank

CC: BC:

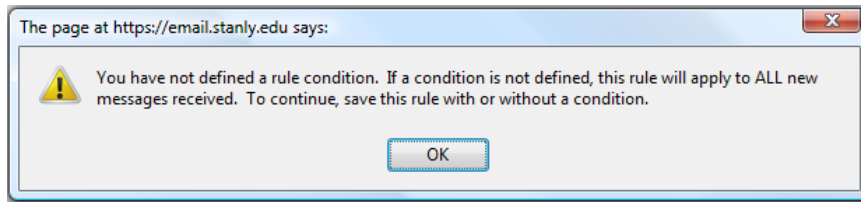
Subject:

Message:

8. Click the Save button
This displays a warning message about not defining a condition.

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9. Click OK on the warning
This returns you to the Create Rule-Forward screen
10. Click Save
This displays the Rules tab which now includes your new rule. As long as the rule has a checkmark beside it, all mail received in your Groupwise inbox will be forwarded to the e-mail address you supplied in the rule.
11. Click the Save button on the Rule tab to activate the rule.
12. Click the x button at the top right of the Options window to close it and return to your inbox.

That's it! This rule will let you stay up-to-date with the happenings at SCC without the added time requirement of checking a second e-mail account.