

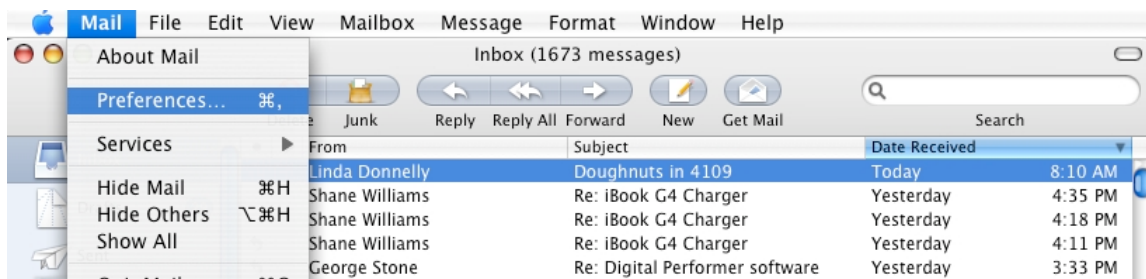
Instructions for Forwarding Your Cuesta Email to Another Address. (Mac OS X Mail v10.4)

The steps outlined below are for forwarding your Cuesta College email account to an outside email account. The instructions are based on Mac OS X Tiger.

Note: You should only use the following method if you are regularly leaving on or logging in to your Cuesta Mac everyday. If it is not on, it cannot forward email. Otherwise, you should set up the forwarding rule through Citrix nFuse on our remote email access page.

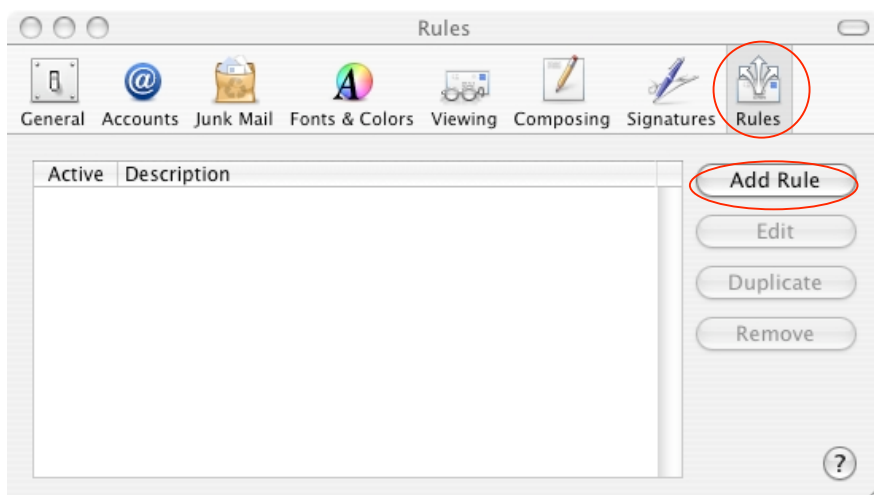
Step One

Open Mail from your dock as normal. If it is not on your dock for some reason, you can open it from the Applications folder on the sidebar in any Finder window. Click on **Mail** on the menu bar, and then click **Preferences**.




Step Two

Click on the **Rules** button at the top of the window, then click the **Add Rule** button.



Step Three

Type a Description for the rule, such as Forward Email. Leave the first drop down box on **any**. On the next line, set the first drop down box to **Every message**. This will remove several other boxes. On the next line select **Forward Message** from the drop down box and then type the address you wish to forward to in the text box. Click OK.



Description: Forward Email

If any of the following conditions are met:

Every Message

Perform the following actions:

Forward Message to: me@home.com Message...

Cancel OK

Step Four

The following box will pop up. Click **No**.



Apply rules

Do you want to apply your rules to messages in open mailboxes?

No Yes

Step Five

Make sure the rule is checked, and close the preferences window. From now on, all your email will be forwarded to the account you specified when your computer is turned on.