

Instructions for Forwarding Cuesta Email to Another Email Address (WINDOWS)

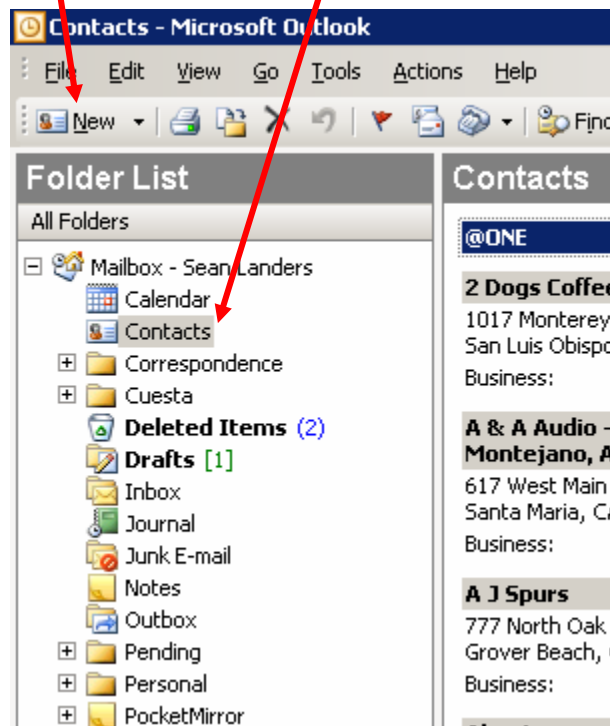
The steps outlined below let you forward the email from your Cuesta College account to an email address you may have off-campus.

NOTE: Currently, these instructions will only work from PCs set up for Exchange and Outlook 2003. This will not work from Outlook Web Access (OWA). It will work using Nfuse/Citrix from <http://email.cuesta.org>.

Step One

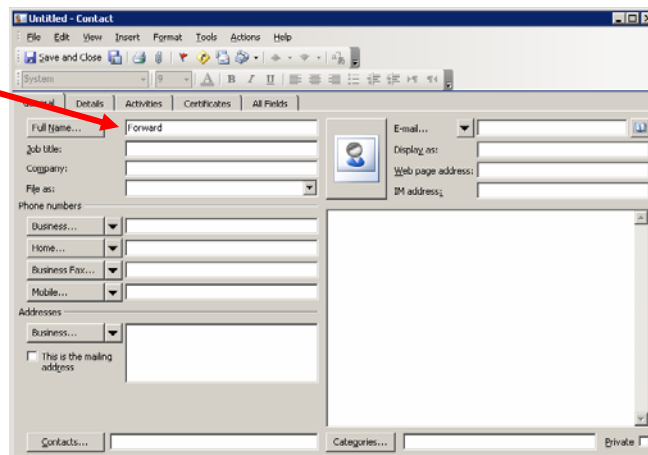
The first step is to create an address, or Contact, in your Outlook Address Book to use for forwarding your email.

1. Click on the “**Contacts**” folder in the **Folder List**.
2. Click the “**New Contact**” button.



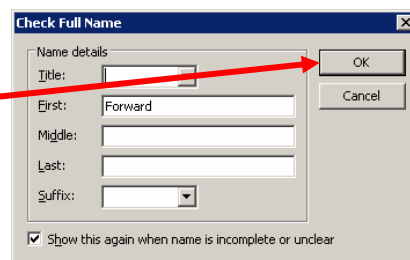
The Untitled - Contact form will appear.

3. Type **“Forward”** in the **Full Name** box.
4. Press the **Tab** key to move to the next field.

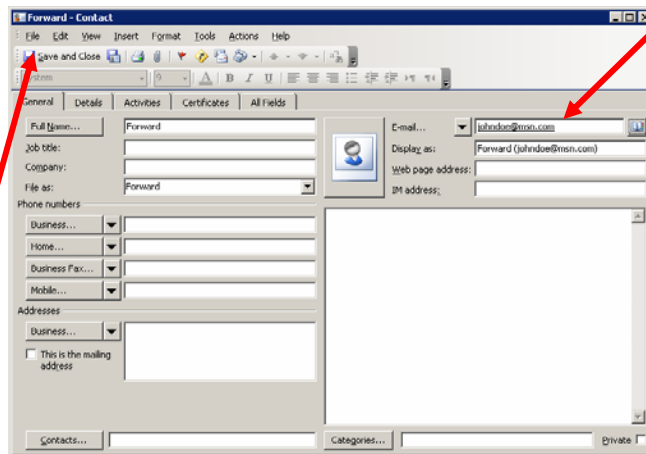


The Check Full Name box will appear.

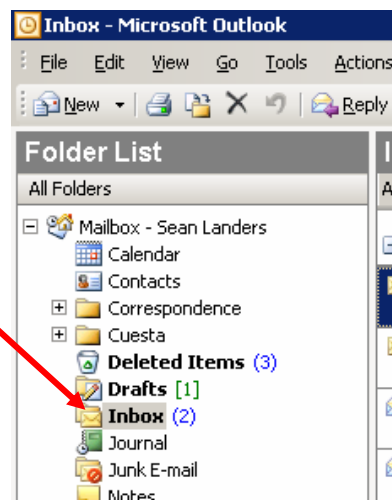
5. Click **“OK”** to accept.



6. Type the email address you want to forward your mail to in the **“Email”** Field.



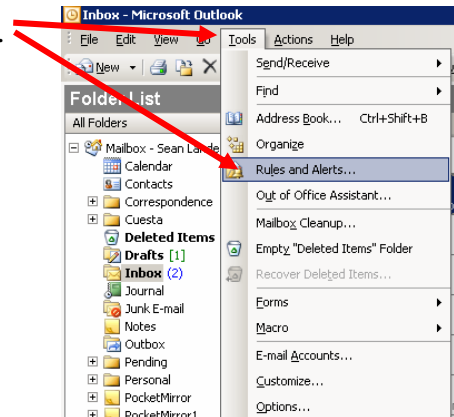
7. Click **“Save and Close”**.
8. Click on the **Inbox** folder in the **Folders List**.



Step Two

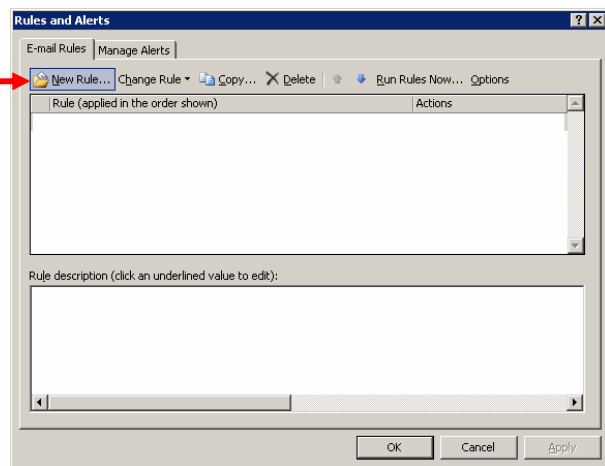
Now you're ready to create the rules you need to forward your email to the contact just created.

1. From the “**Tools**” Menu, select “**Rules and Alerts**”.



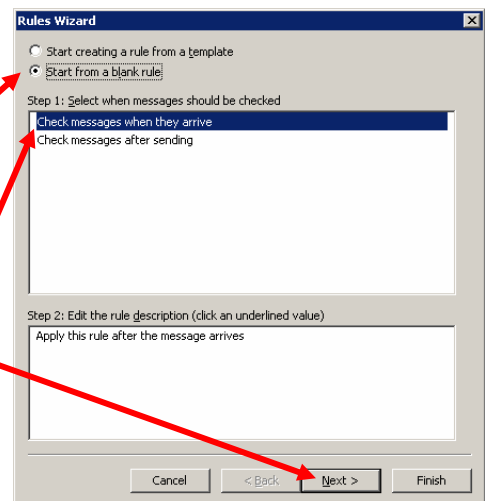
The Rules and Alerts dialog will appear.

2. Click the “**New Rule...**” button.



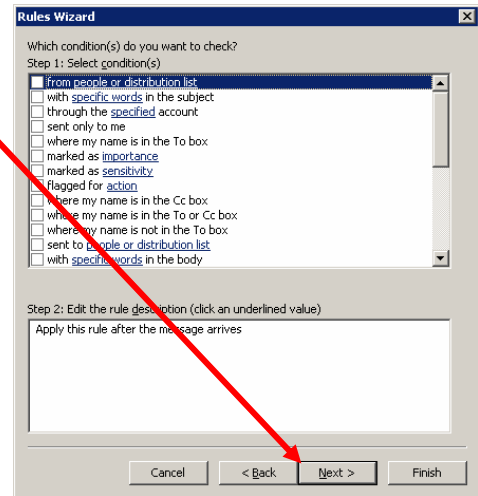
The Rules Wizard dialog will appear.

3. Select the “**Start from a blank rule**” radio button.
4. Verify that “**Check messages when they arrive**” is selected and then click the “**Next**” button.



Another Rules Wizard dialog will appear.

- Click the “**Next**” button. (Do **not** select any conditions.)



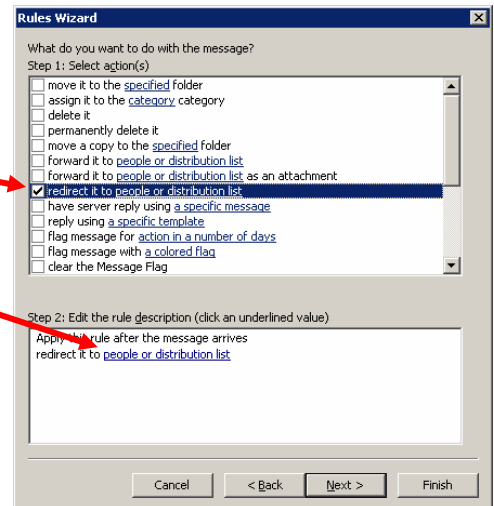
A confirmation dialog will appear.

- Click the “**Yes**” button.



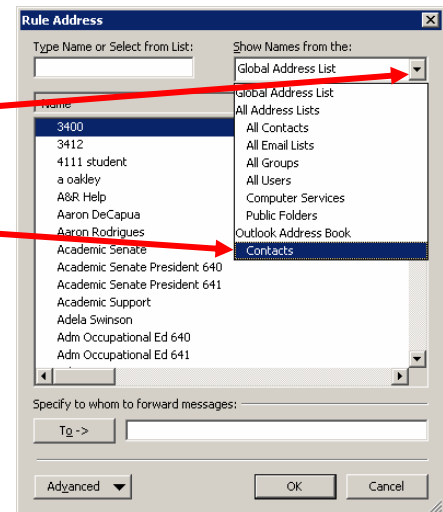
Another dialog will appear.

- Click the check box for “**redirect it to people or distribution list**”.
- Click the underlined “**people or distribution list**” in the Rule Description.



The Rule Address dialog will appear.

- Click on the down arrow beside the “**Show Names from the**” field.
- Select “**Contacts**” from the list.

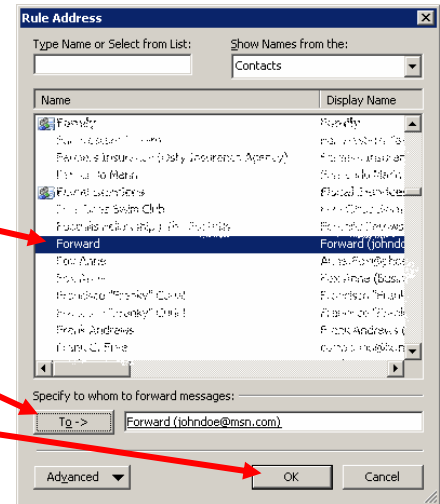


11. If necessary scroll down, and click on the **“Forward”** contact.

12. Click the **“To ->”** button.

13. Click the **“OK”** button.

The Rule Address dialog will close.

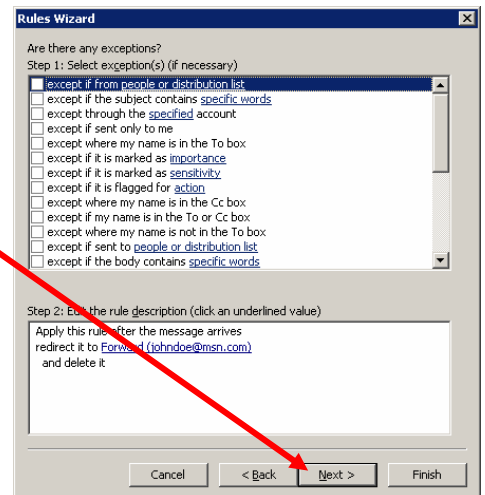
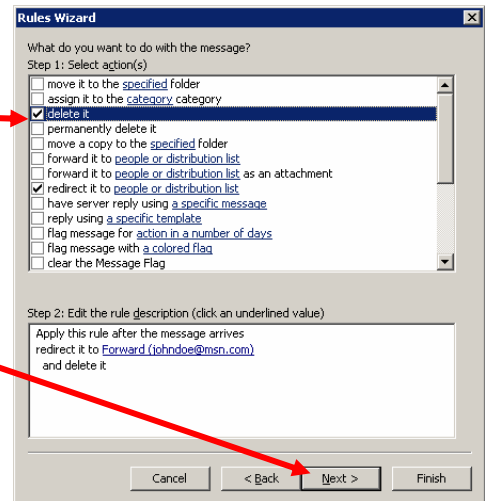


14. Scroll up the list, and select the **“Delete It”** check box.

15. Click the **“Next”** button.

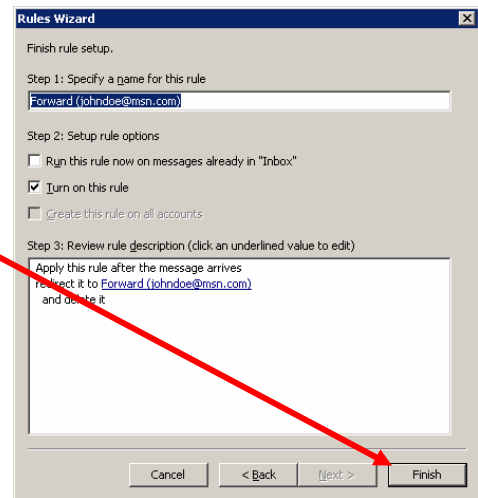
Another dialog will appear.

16. Click the **“Next”** button.



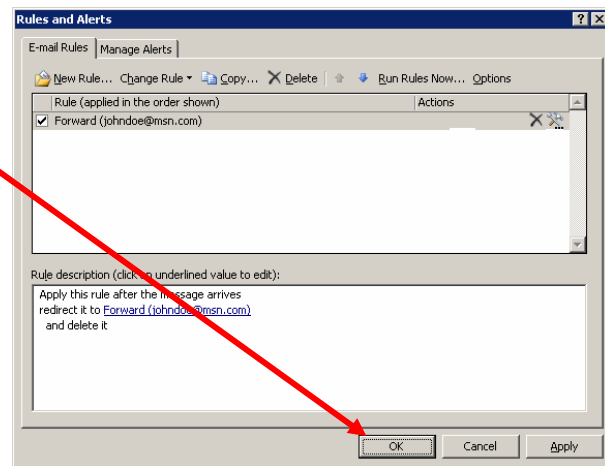
A final dialog will appear.

17. Click the “**Finish**” button.



The Rules Wizard dialog will close.

18. At the Rules and Alerts dialog, click the “**OK**” button.



Now Outlook will be configured to forward (redirect) all of your email that arrives in your Cuesta account to whatever email address is listed in the contact “Forward”.

After it is forwarded, messages will be placed in the Deleted Items and will remain there until you empty the Deleted Items folder.

You may still access all other areas of your Exchange account normally and use the public folders. You will just not receive any email in your inbox.

If you want to change the address you forward to, simply login and change the email address in the contact “Forward”.

If you want to discontinue the forward, go to “Rules Wizard” and click on the check box beside it to deselect the forwarding rule just created. This will turn it off until you want to use the rule again.

When you want to use the rule again just click on the check box beside the rule to apply it in the “Rules Wizard”.