QuickSheet: Forwarding Groupwise Email to Another Email Account

If you use a personal email account as your primary account (such as AOL, Hotmail, or Earthlink), you might want to receive your Groupwise email in that inbox. To do this, you need to “forward” your Groupwise messages to your other email account.

1. In Groupwise, click the **Tools** menu. Then click **Rules**.
2. The Rules window appears. Click **New**.
3. In the **Rule name** field, enter a name to describe the forward process (such as “Forward Groupwise to Earthlink”).

4. Click the **Add Action** button and select **Forward** from the drop down menu.
5. The Forward window appears. Enter the destination email (i.e., the email address to which you want to forward your Groupwise email) in the To field.
6. Click OK.

7. The new Rule will appear in the Rules window. A checkmark appears to the left, indicating that the email forwarding is in effect. If you wish to stop the forwarding, simply uncheck the Rule.
8. Click Close.