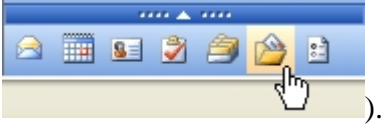


Forwarding your CMA email to another account - for Students using OWA

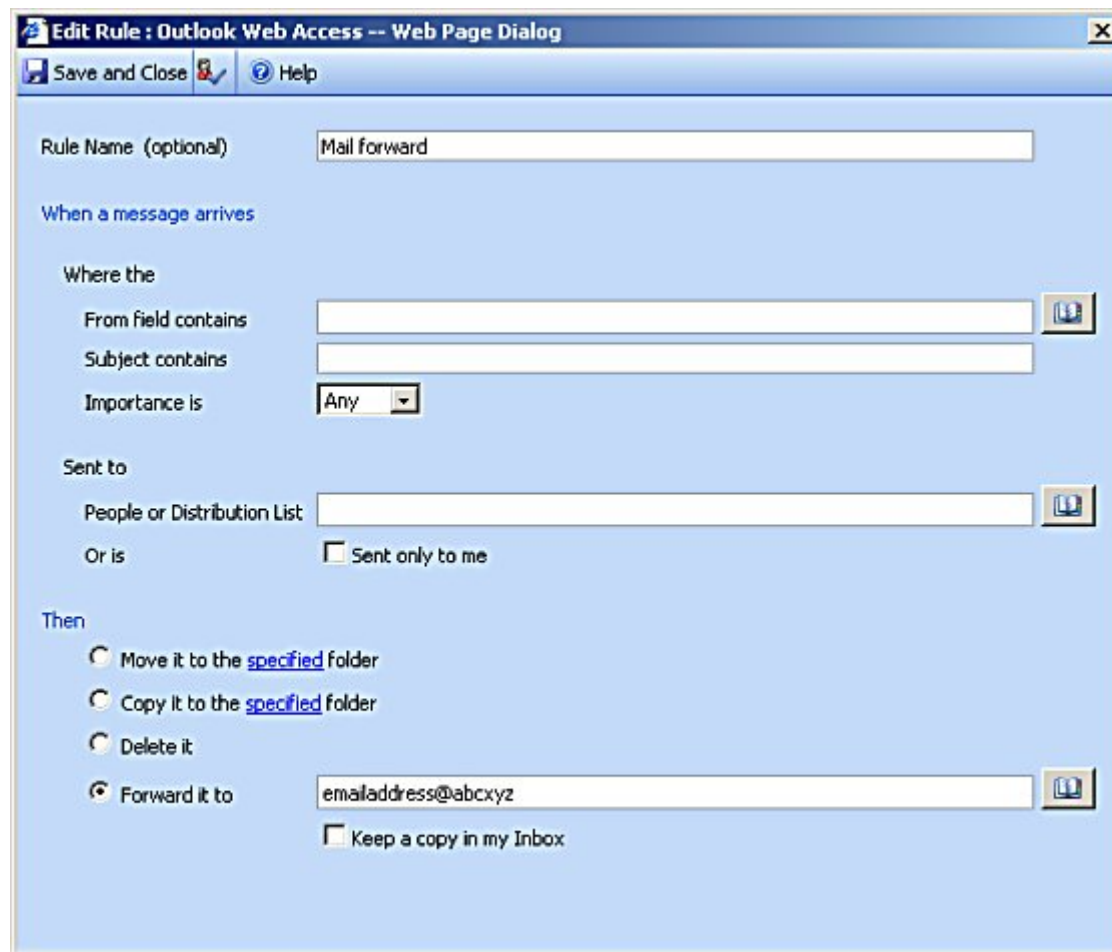
CMA emails are sent to your CMA mailbox, which you can access from any computer connected to the Internet access using Outlook Web Access.

If you already have your own email account outside the campus, you can easily forward your CMA emails to it if you want, so that you don't miss any important messages. To do this, go into OWA, (you'll need to enter **Academic** followed by your Username and Password), and set up a Rule as follows:

1. Select **Rules** from the bottom left of the OWA screen, (or select the Rules icon



2. Select **New**.
3. Enter a name for your Rule.
4. Select '**Forward it to**', and enter the email address of the account you want to forward it to.
5. We recommend you **remove the tick from the box - Keep a copy in my Inbox**. If you leave it ticked, then your University Inbox could fill up and you might lose important emails.
6. Select **Save and Close**, then **OK**.

A screenshot of the 'Edit Rule' dialog box in Outlook Web Access. The dialog box has a title bar that says 'Edit Rule : Outlook Web Access -- Web Page Dialog'. Below the title bar are buttons for 'Save and Close' and 'Help'. The main area of the dialog box is divided into sections: 'Rule Name (optional)' with a text box containing 'Mail forward'; 'When a message arrives' with sub-sections for 'Where the' (containing 'From field contains', 'Subject contains', and 'Importance is' with a dropdown menu set to 'Any'), 'Sent to' (containing 'People or Distribution List' and 'Or is' with a checkbox for 'Sent only to me'), and 'Then' (containing radio buttons for 'Move it to the specified folder', 'Copy it to the specified folder', 'Delete it', and 'Forward it to' which is selected, followed by a text box containing 'emailaddress@abcxyz' and a checkbox for 'Keep a copy in my Inbox' which is unchecked).

7. Test that your mail forwarding works by sending yourself an email to your CMA email address, then close OWA.

Notes: It is important that you regularly check your non-CMA account, as it can cause problems if mail is rejected from the other address (e.g. if the Inbox is full).

CMA can take no responsibility for the functioning of external mail services, and cannot guarantee that forwarded mail will reach an external service.

Filename: Forwarding your University email to another account.doc
Directory: C:\Documents and Settings\vwebb\Desktop\OUTLOOK 2003
Template: C:\Documents and Settings\vwebb\Application
Data\Microsoft\Templates\Normal.dot
Title: Forwarding your University email to another account
Subject:
Author: VWebb
Keywords:
Comments:
Creation Date: 11/7/2006 1:55:00 PM
Change Number: 2
Last Saved On: 1/5/2007 6:04:00 PM
Last Saved By: VWebb
Total Editing Time: 8 Minutes
Last Printed On: 1/5/2007 6:04:00 PM
As of Last Complete Printing
Number of Pages: 2
Number of Words: 302 (approx.)
Number of Characters: 1,349 (approx.)