FORWARDING YOUR DOMINICAN E-MAIL TO YOUR PERSONAL E-MAIL ACCOUNT

This document covers how you can forward your Dominican e-mail to another e-mail account of your choosing. It is essential that you follow these instructions exactly as written. We all know computers tend to have a limited sense of humor if you click the wrong choice, and this procedure is no exception!

Step One: Log Into Our Web-Based E-mail Server

This is the most important step! Those of you with Outlook on your desktops should NOT use your local Outlook software. You MUST login to Outlook via the web at the following address:

http://mail.dom.edu/exchange

If you have never done this or need some additional tips for accessing Outlook via the web, please consult our documentation at:

http://domin.dom.edu/documents/emaildocs/outlook/index.htm

Step Two: Create a New Contact Containing Your Other Address

Once in the web-based Outlook, in order for mail forwarding to work you must first create a new Contact that contains the e-mail address to which you will be forwarding your mail. You do this by clicking the Contacts link on the left side of the Outlook window, as shown on the next page:
Once at the **Contacts** screen, click the **New** button you see at the top:

This will open a screen where you may add contact information. It really does not matter what you put down here, but we recommend at the very least specifying a **Last name** and **First name** for yourself. You can leave the majority of the information on this screen blank. What is **critical**, however, is that you type in the e-mail address to which you want your Dominican e-mail forwarded. We have this screen on the next page.
Be sure to click the **Save and Close** button when you are finished!

Be sure you place a **correct** e-mail address here in the box labeled **E-mail address**: (The **Display Name** above it, by the way, is automatically filled in once you finish filling in the **E-mail address** box.)

When finished, be sure to click the **Save and Close** button. You will then see your name added to the list of contacts:

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Step Three: Create a Rule

Next, you will be selecting another item from the left side. This time, click the Rules button:

The ensuing screen will bring up a list of rules that you already have in place (if any). Click the New button at the top of this screen:

This will bring you to the Edit Rule screen, shown on the next page.

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You do NOT have to create a Rule Name, or do much of anything else on this screen, for that matter, except, for the critical part of clicking the Forward it to button below.

Click the Forward it to radio button, and then click the Address Book icon on the far right.

First, be sure to click the Forward it to button over on the left. Next, click the Address Book icon on the right next to the Forward it to button (circled above). This is how you will designate the address you just created in your Contacts list. Here is the screen after clicking this button:

Your first step on this screen will be to click this drop-down menu, and specify Contacts rather than the default Global Address List.
On this screen, click the Contacts in the Find names in: drop-down list, as shown above. Next, simply type in your Last name, and then click the Find button:

![Find Names -- Web Page Dialog](image)

Again, be sure you specified Contacts here and NOT the Global Address Book!

After typing in your last name and clicking the Find button, you should see your recent Contacts entry listed here. You will know you are on the right track if you see your NON-Dominican e-mail address listed here!

Next, click once on your name (it should then be highlighted), and click the Apply button on the bottom. This is important, because double-clicking will not work here. See the next page for a screenshot of this.

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Click your name once (so it's highlighted) and then click the **Apply** button.

After you click **Apply**, it will look like nothing really happened. There's something going on behind the scenes, though! Click the **Close** button, and you will return to the **Edit Rule** screen you were at previously.
At this screen, you should see the e-mail address you specified in your Contacts. We also recommend you clear the checkbox for Keep a copy in my Inbox. After clicking the Save and Close button, you will receive a final confirmation dialog box:

Click OK, and you are finished! Any new e-mail that arrives to the Dominican e-mail server will automatically be forwarded to the e-mail account you specified.

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