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:

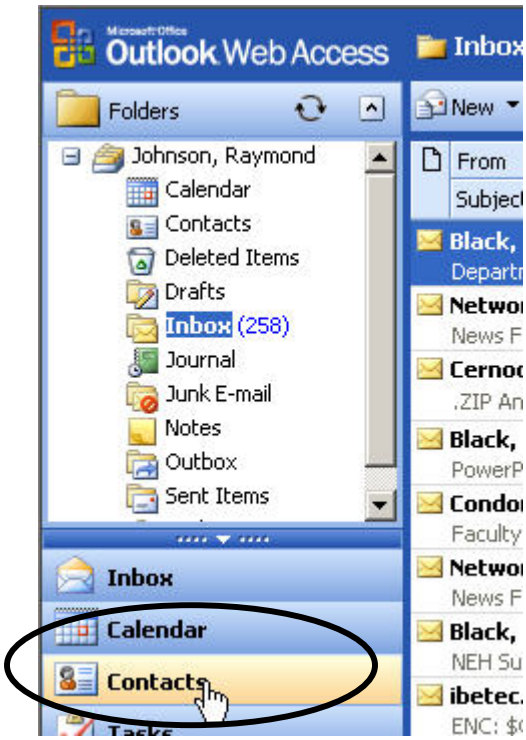
http://mail.dom.edu/exchange

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

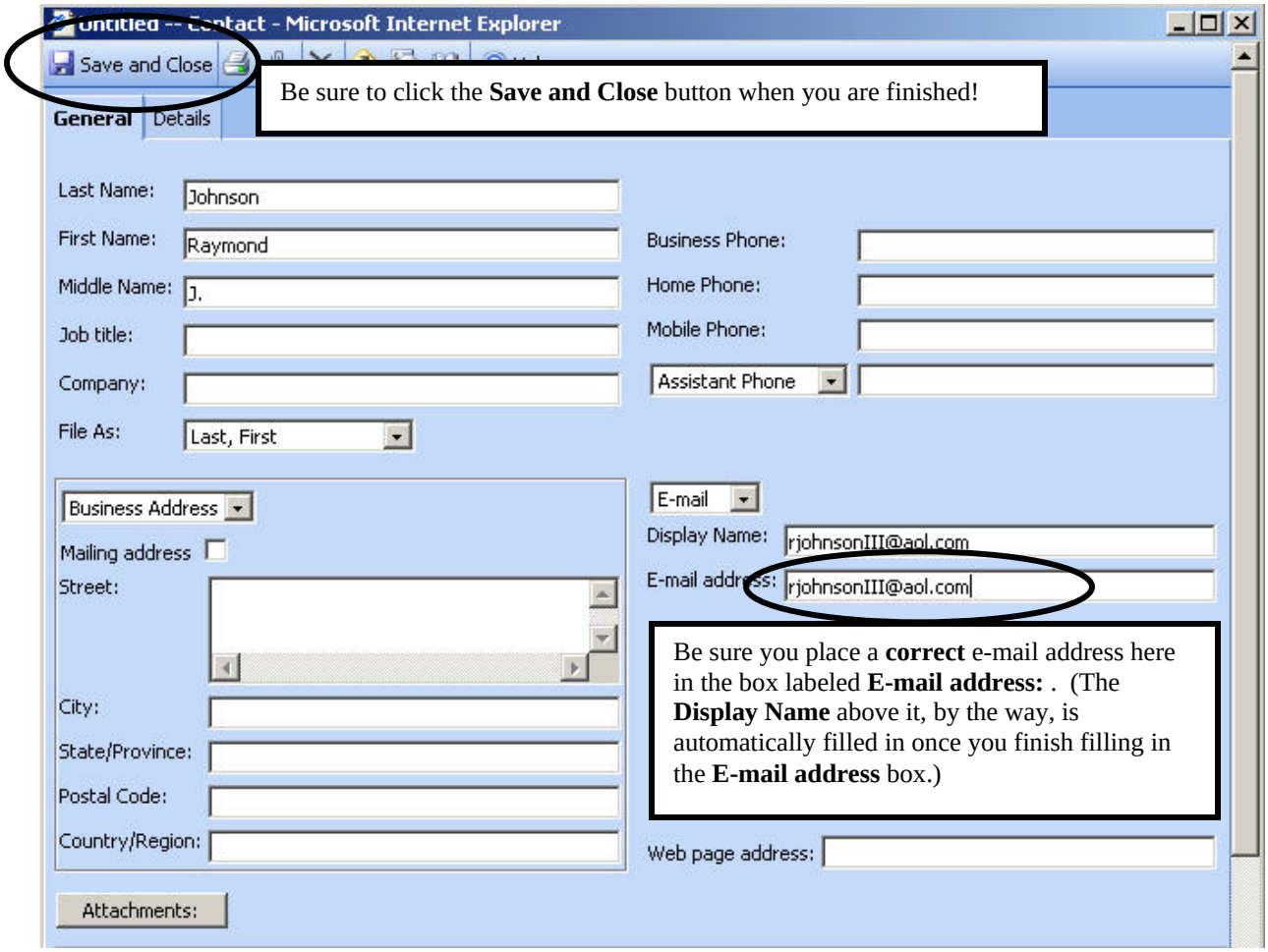
Step Two: Create a New Contact Containing Your Other Address

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:

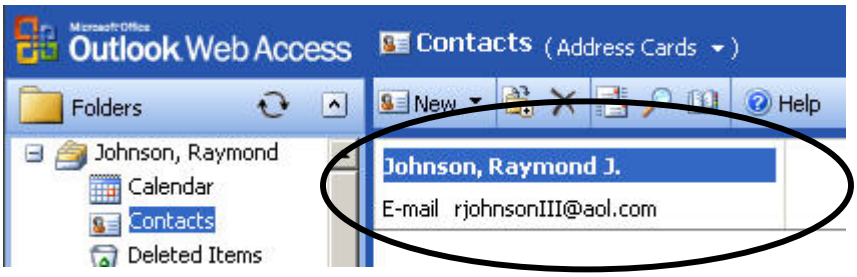


Once at the **Contacts** screen, click the **New** button you see at the top:

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.

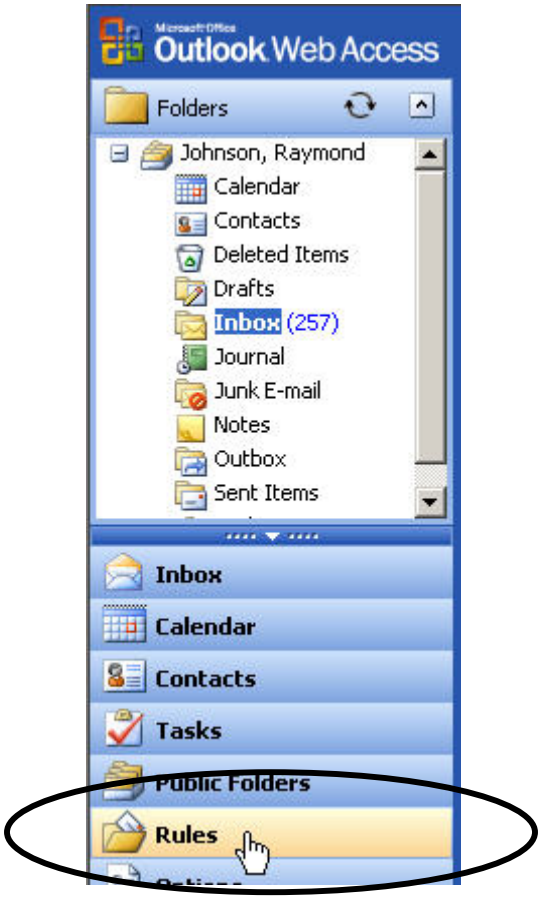


When finished, be sure to click the **Save and Close** button. You will then see your name added to the list of contacts:

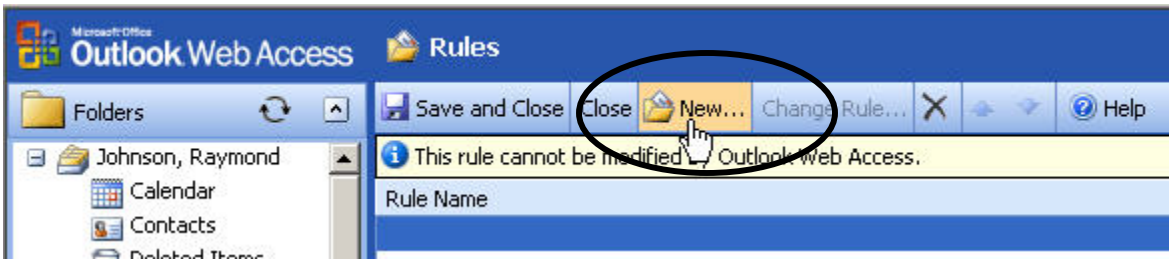


Step Three: Create a Rule

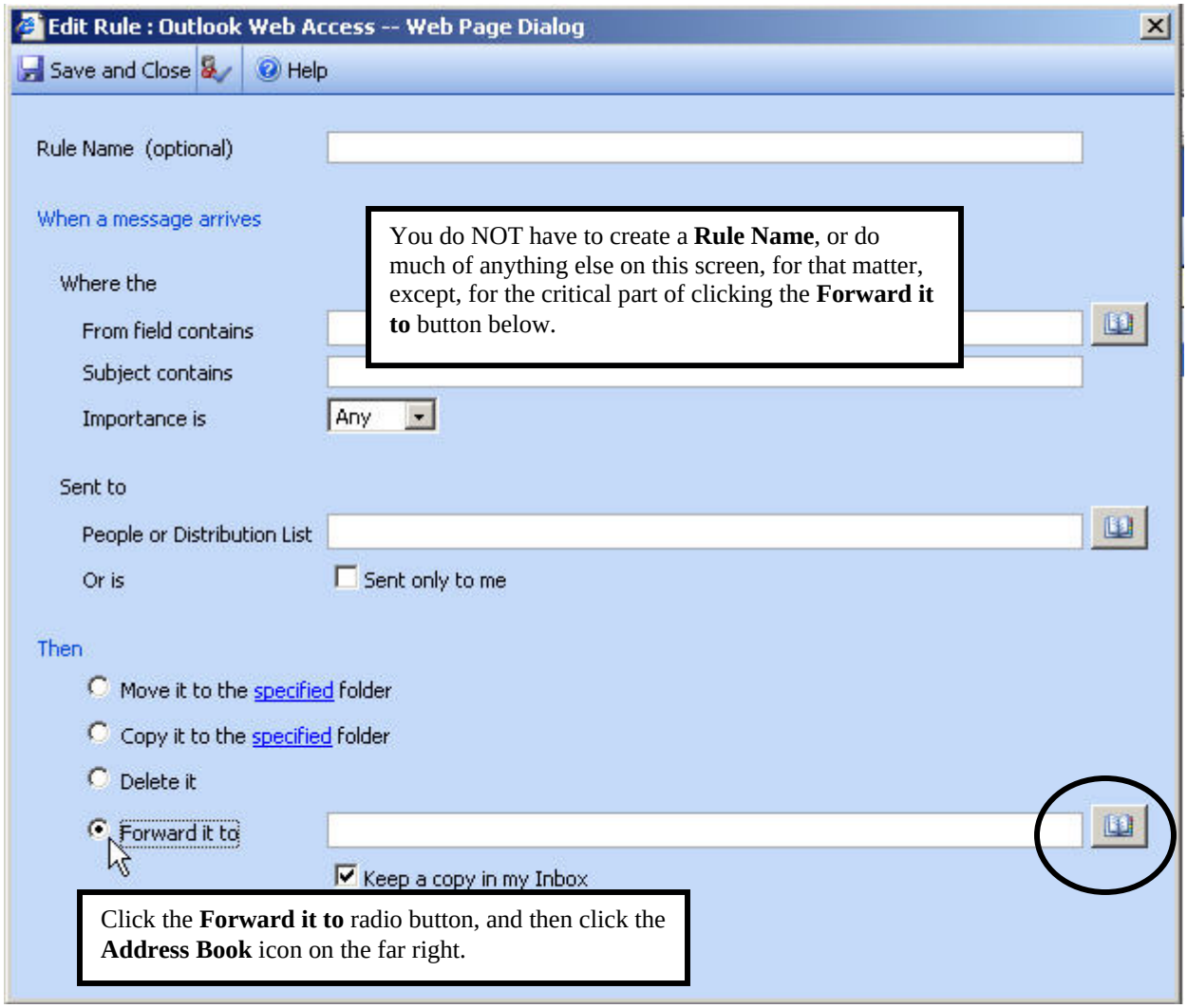
Next, you will be selecting another item from the left side. This time, click the **Rules** button:



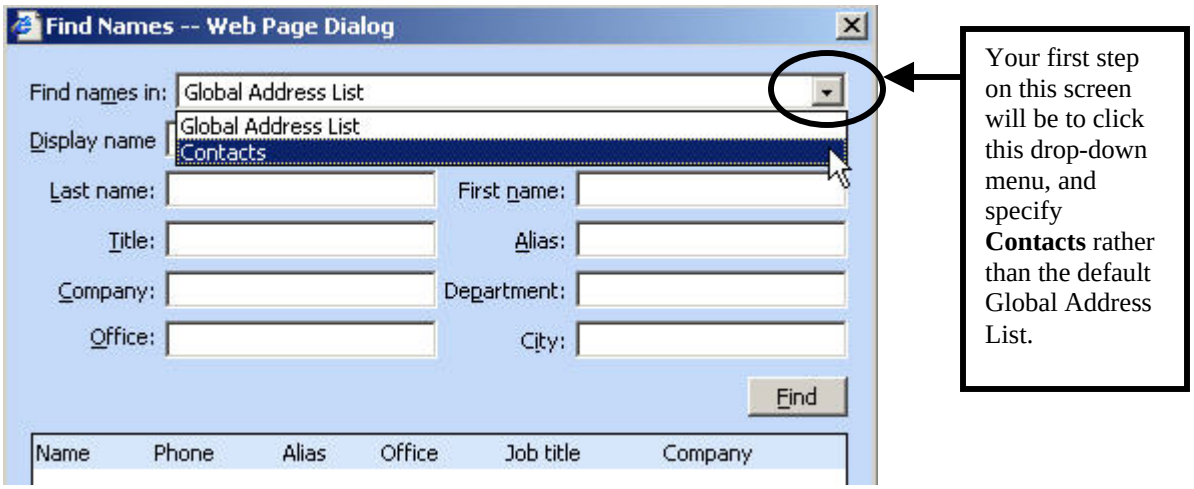
The ensuing screen will bring up a list of rules that you already have in place (if any). Click the **New** button at the top of this screen:



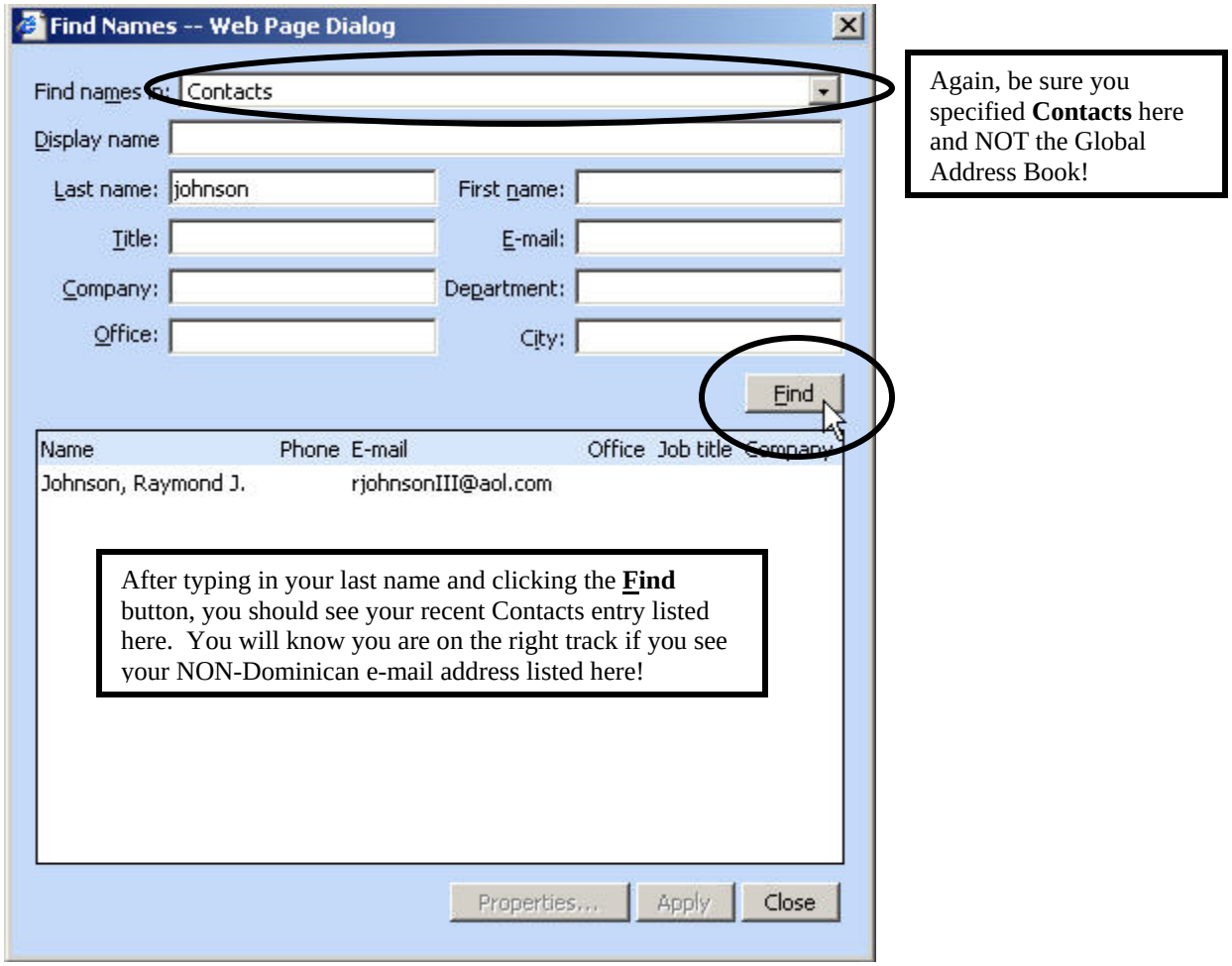
This will bring you to the **Edit Rule** screen, shown on the next page.



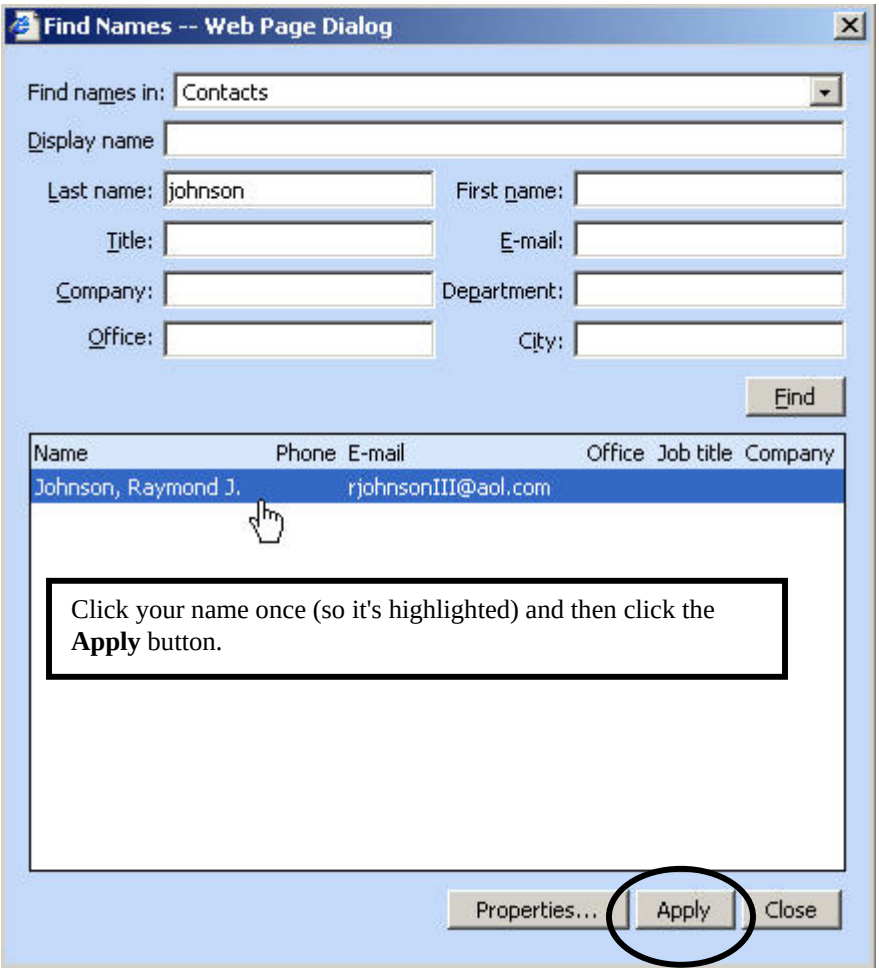
First, be sure to click the **Forward it to** button over on the left. Next, click the **Address Book** icon on the right next to the **Forward it to** button (circled above). This is how you will designate the address you just created in your Contacts list. Here is the screen after clicking this button:



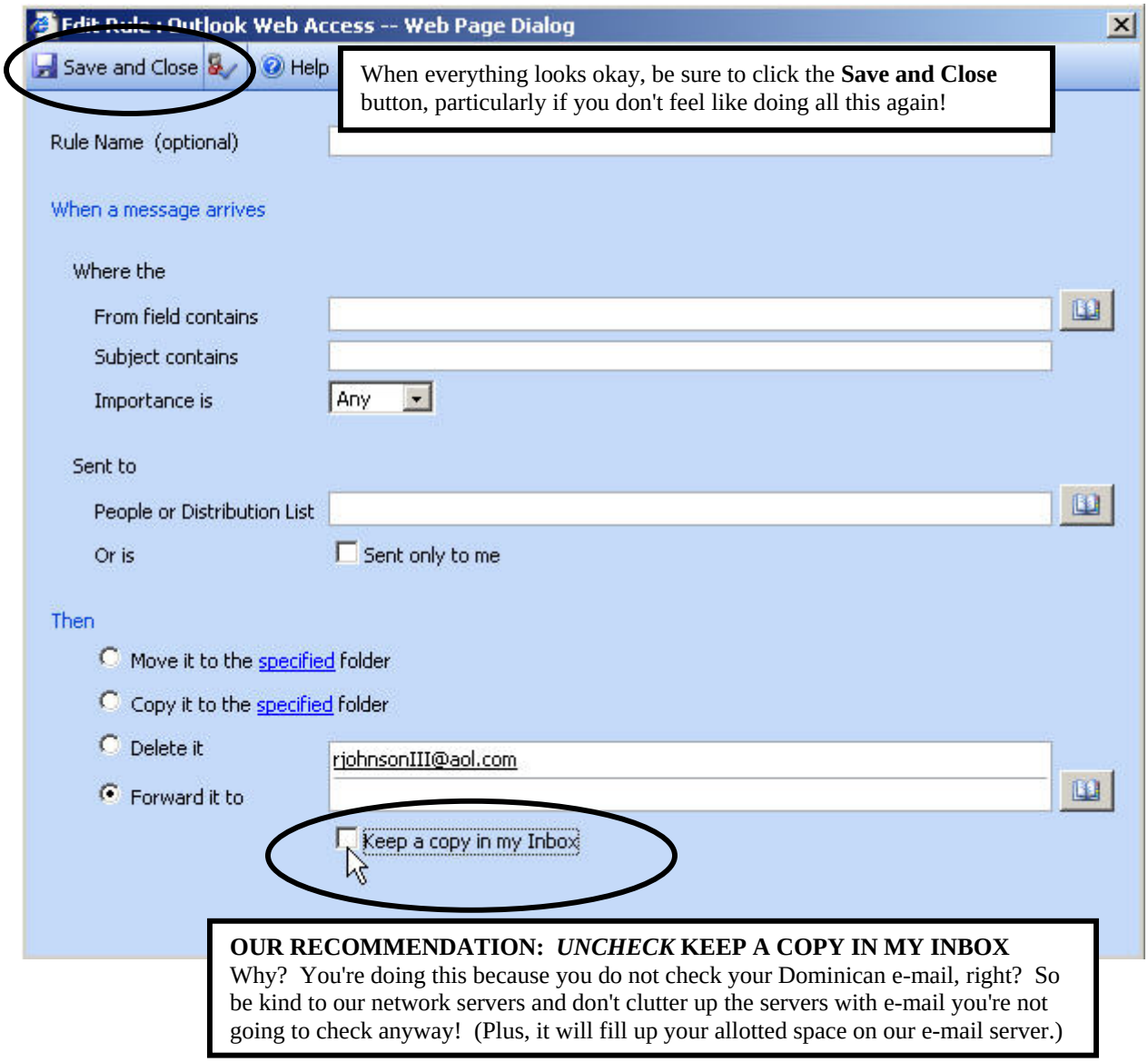
On this screen, click the **Contacts** in the **Find names in:** drop-down list, as shown above. Next, simply type in your **Last name**, and then click the **Find** button:



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.



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.



OUR RECOMMENDATION: *UNCHECK* KEEP A COPY IN MY INBOX
Why? You're doing this because you do not check your Dominican e-mail, right? So be kind to our network servers and don't clutter up the servers with e-mail you're not going to check anyway! (Plus, it will fill up your allotted space on our e-mail server.)

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.

Created February 2004
Dominican University