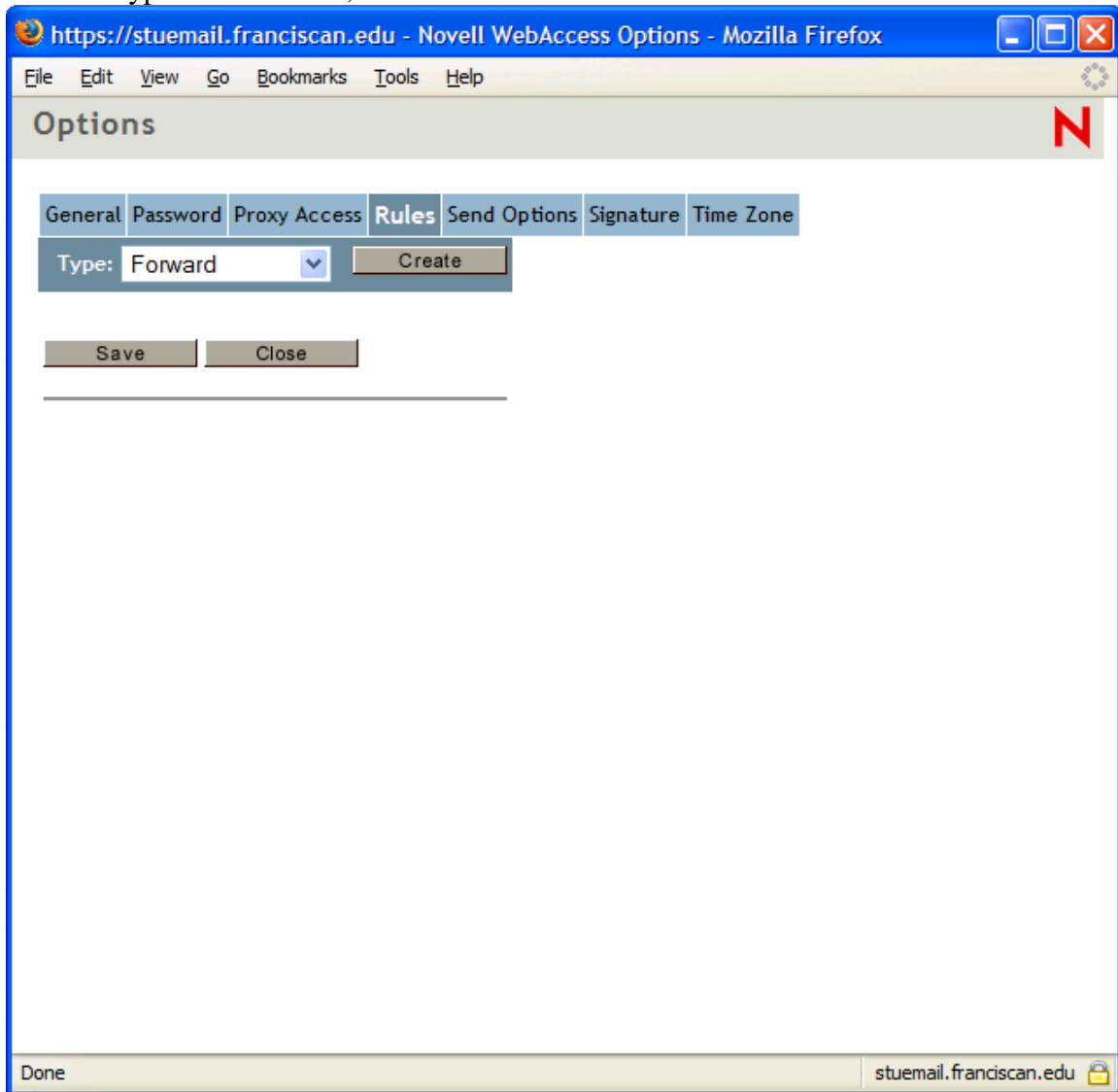


Under “options”  select the “Rules” tab.  
Set rule Type to “Forward”, Click Create



Fill in the Rule name field. Under “Define Optional Condition” **Change settings to: If From Does Not Contain [Mailer-Daemon@studentgw.franciscan.edu](mailto:Mailer-Daemon@studentgw.franciscan.edu)**. This step prevents mail loops which may cause you mailbox to fill up. In the “to” field, enter the email account that you want your messages forwarded to. Click save.

https://stuemail.franciscan.edu - Novell WebAccess Options - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

### Create Rule - Forward

Rule name:

Define Optional Condition- If a condition is not defined, this rule will apply to all new messages.

If

then, do the action defined below

Define Action- Define the action you want to occur when this rule is run.

To:

CC:

BC:

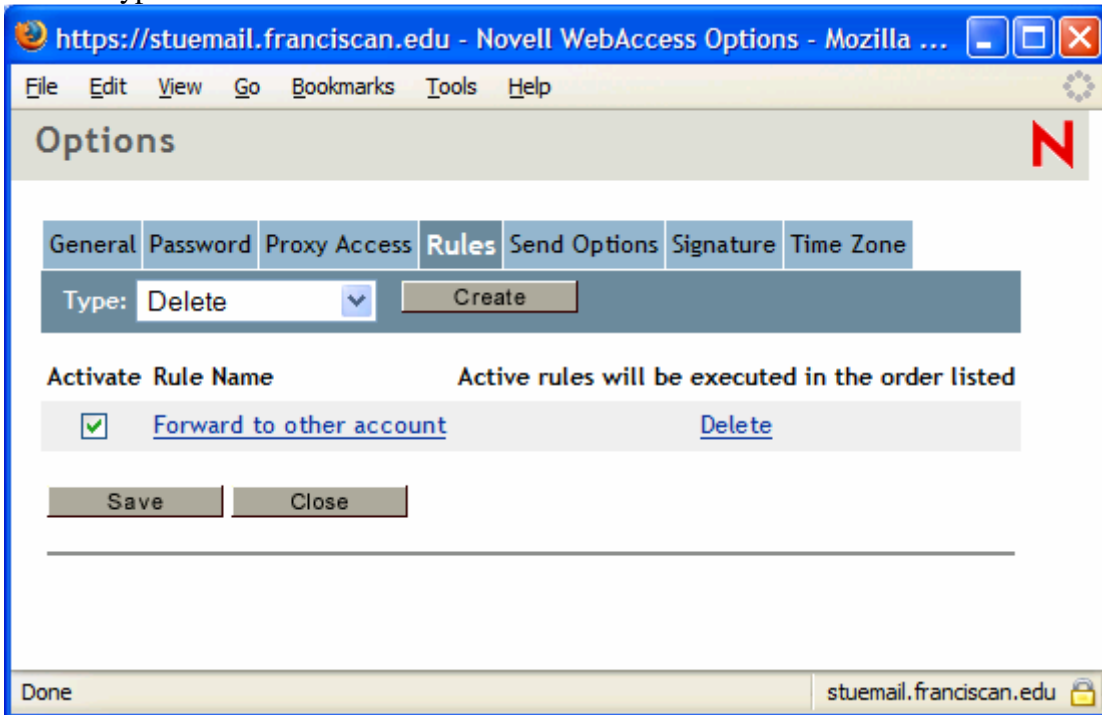
Subject:

Message:

Done stuemail.franciscan.edu

If you do not want a copy of the messages to be stored on the student email server, you must next create a “delete” rule:

Set rule type to “delete” and click create.



Name the delete rule, and leave the condition fields blank. Click “save” twice.

https://stuemail.franciscan.edu - Novell WebAccess Options - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

### Create Rule - Delete

Rule name:

Define Optional Condition- If a condition is not defined, this rule will apply to all new messages.

If

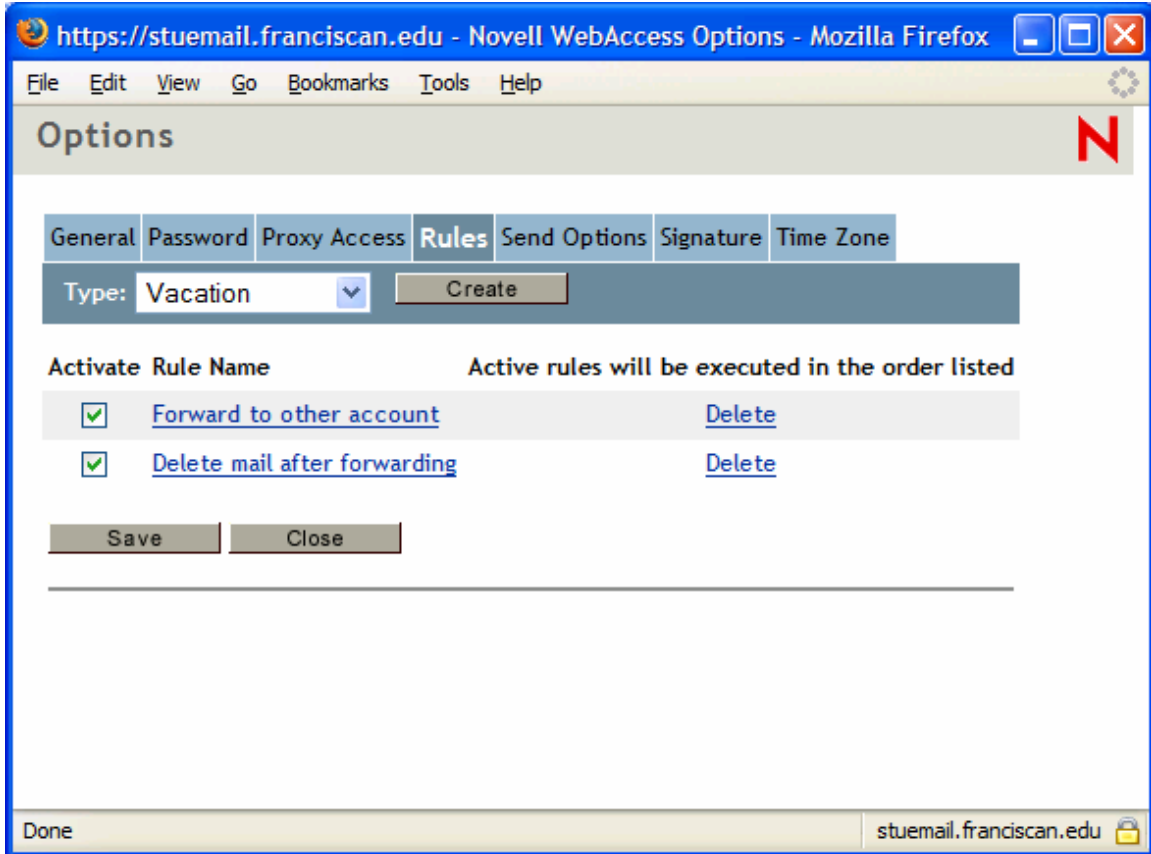
then, do the action defined below

Define Action

New messages received will be moved directly to the trash folder.

Done stuemail.franciscan.edu

Insure that your rules appear in this order and click “save”:



Rules are executed in the order listed, so make sure that you forward your email to your other account before deleting it! If you choose not to create a delete rule, remember that even though your mail is being forwarded, it will still count against your mailbox size quota and you may fill up your mailbox.