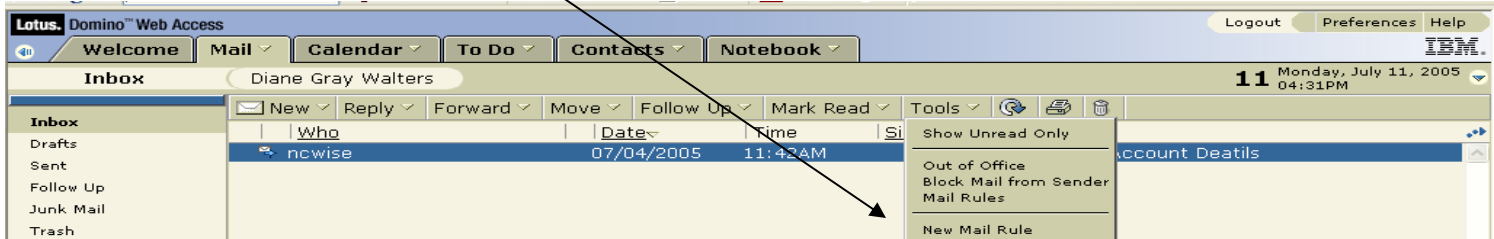


## Setting up a “Forward to” E-mail Address in LotusNotes:

From your inbox, select TOOLS  
then, NEW MAIL RULE



- In RULE NAME, TYPE: “Forward Mail”
- Be sure that STATUS is ENABLED
- In the pull-down box under WHEN MESSAGES ARRIVE THAT MEET THESE CONDITIONS, select ALL DOCUMENTS
- Click ADD so that ALL DOCUMENTS appears in the CONDITIONS box on the right-hand-side.
- In the pull-down box under THEN PERFORM THESE ACTIONS, select SEND COPY TO
- In the next box, type your alternate e-mail address.
- In the last box, select FULL
- Click ADD and your information will appear in the ACTIONS box on the right-hand-side.
- Last step, click SAVE & CLOSE

A screenshot of the 'Create Rule' dialog box in Lotus Notes. The dialog has a title bar 'http://cluster13.wcpss.net - Create Rule - Microsoft Internet Explorer'. It contains the following fields and options:

- Save & Close** button with a close icon (X) and a help icon (?).
- Rule Name:** A text box containing 'Forward Mail'.
- Status:** Radio buttons for 'Not Enabled' and 'Enabled' (selected).
- When messages arrive that meet these conditions:** A section with 'Create conditions:' and radio buttons for 'AND' (selected) and 'OR'.
- When:** A dropdown menu showing 'All documents'.
- Conditions:** A list box containing 'All documents'.
- Then perform these actions:** A section with 'Create actions:' and a list box containing 'send full copy to dgwalters@gmail.com'.
- Actions:** A list box containing 'send full copy to dgwalters@gmail.com'.

Buttons 'Add>>' and '<<Remove' are present between the 'When' and 'Conditions' sections, and between the 'Then perform these actions' and 'Actions' sections. A callout box with the text 'Type your alternate address here' has an arrow pointing to the email address field in the 'Then perform these actions' section.