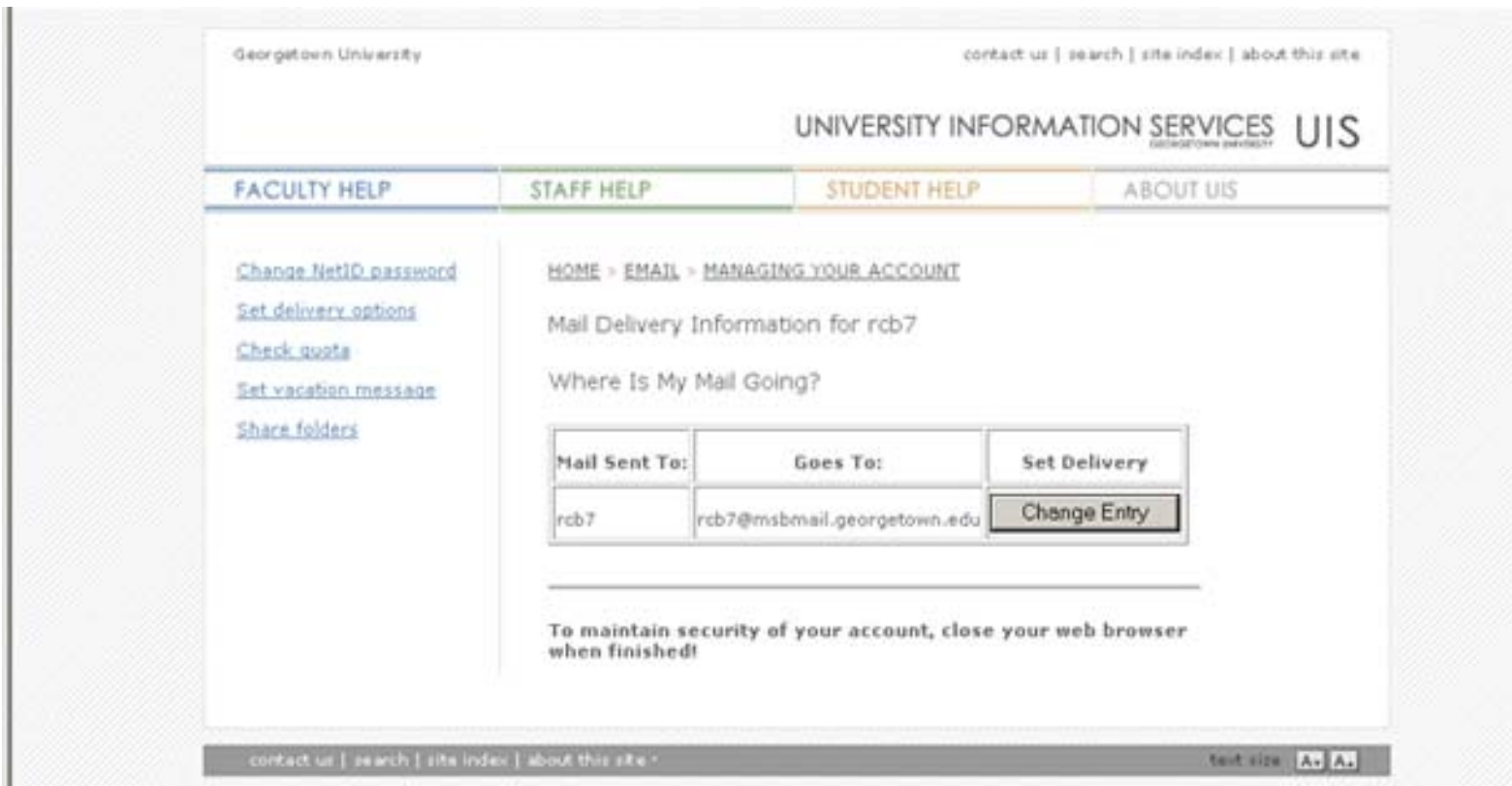


At Georgetown, you are a member of one of several e-mail systems. The largest e-mail systems are GU Mail, GroupWise, Law and GU Med Center. Depending on what e-mail group you belong to, your e-mail is routed to a particular internal GU mail system and you pick it up from there. At MSB, you should have your e-mail routed to our GroupWise system. The instructions below tell you how to do this. Please note the following very important points:

- If your e-mail routing is not set as below, you will not get all your mail.
- The @msbmail.georgetown.edu address is for internal use only. You should never use this e-mail routing address for anything except this one function. Do not use it as a personal address as your mail may not be delivered.
- Although the e-mail setup page below has an additional box you can use to route e-mail to a personal account like Gmail, choosing another location will not actually route 100% of your mail to the external account. If you would like to have mail forwarded to another address IN ADDITION TO the routing address required above, it is best to do this within GroupWise. Gmail users can actually have Gmail check their GroupWise accounts, so all mail should show up in Gmail. Directions on that can be found here: <http://technology.msb.edu/helptopics/email/email.htm>.

Instructions

1. Go to <https://netid-mgmt.georgetown.edu/mailrouting/>.
2. Enter your [NetID](#) and NetID password. If you do not know your password, call UIS at (202) 687-4949.
3. If your screen says that your mail goes to **netid@msbmail.georgetown.edu**, you are done. If not, you must proceed to Step 4.



4. Select 'Change Entry'. Make sure that the **second button is selected** and that it reads 'netid@msbmail.georgetown.edu'. Click on the 'Submit Changes' button at the bottom of the screen.

To use an alternative account as your primary delivery location:

rcb7@msbmail.georgetown.edu

Select this option if you want your Primary delivery location to be an e-mail service other than GUMail. Alumni can continue to use GUMail for six months after they graduate; they must enter a delivery location here if they want to continue using their @georgetown.edu address after that time.

Single or double quotes (" ") or arrow brackets (<>) are not allowed.

You are responsible for ensuring that you do not create an e-mail loop.

MSBTC