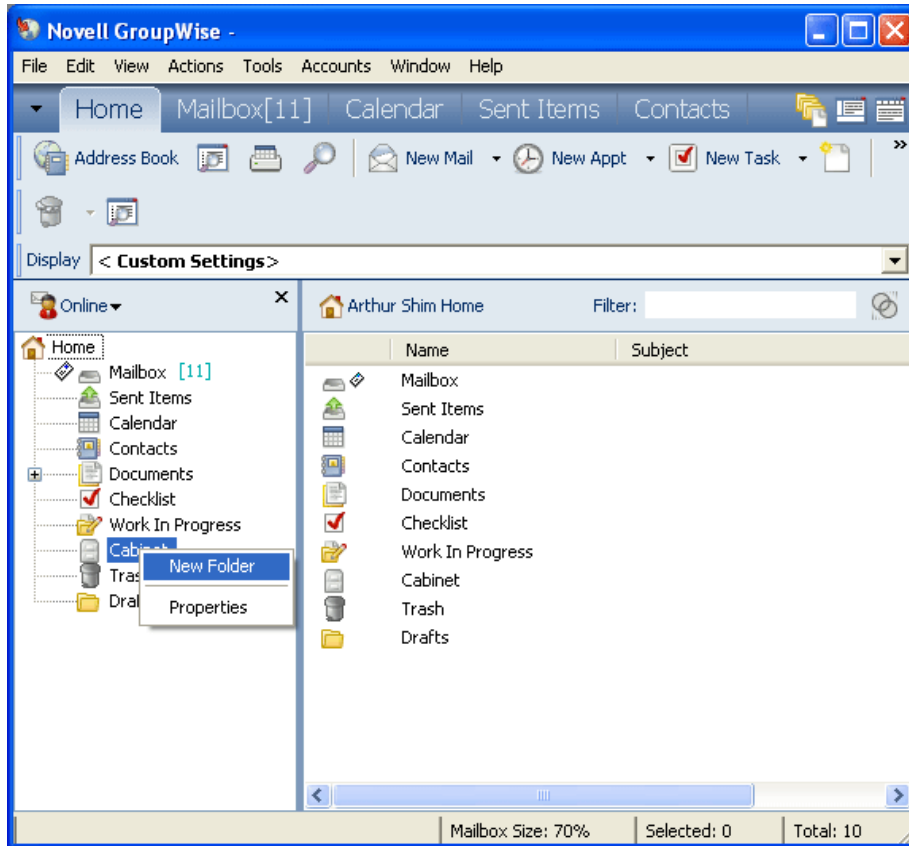
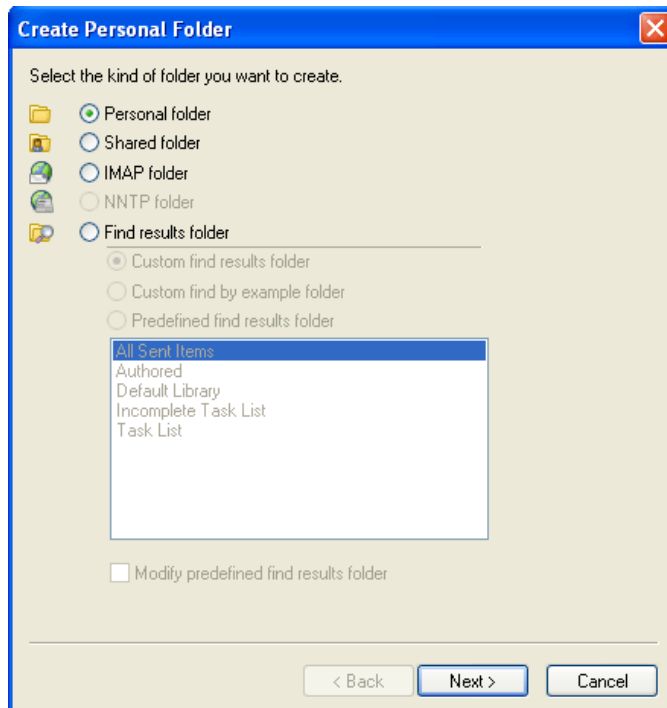


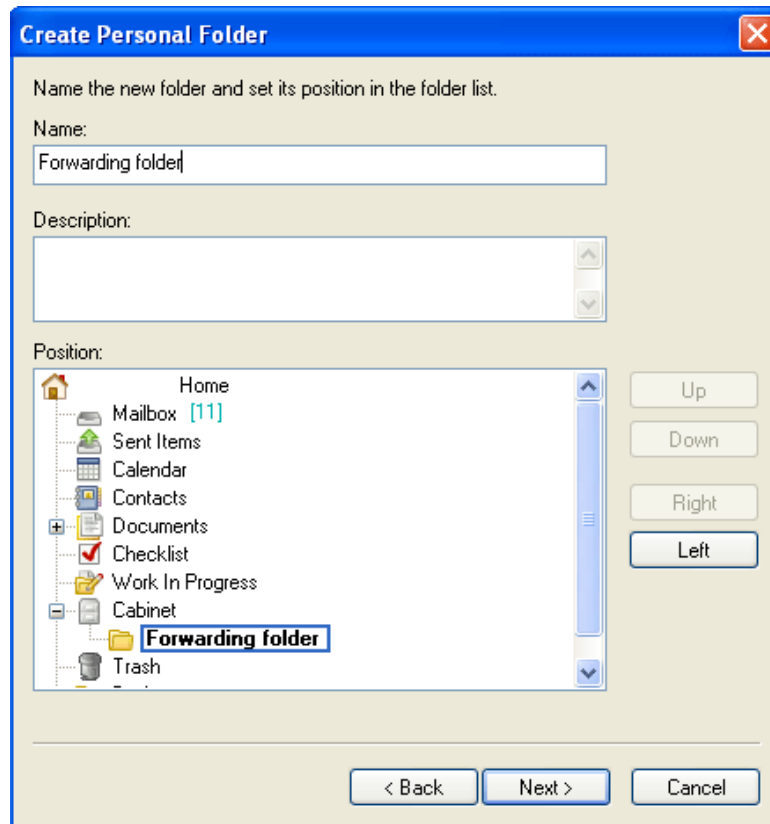
1. When GroupWise is open, right click on the Cabinet and choose New Folder.



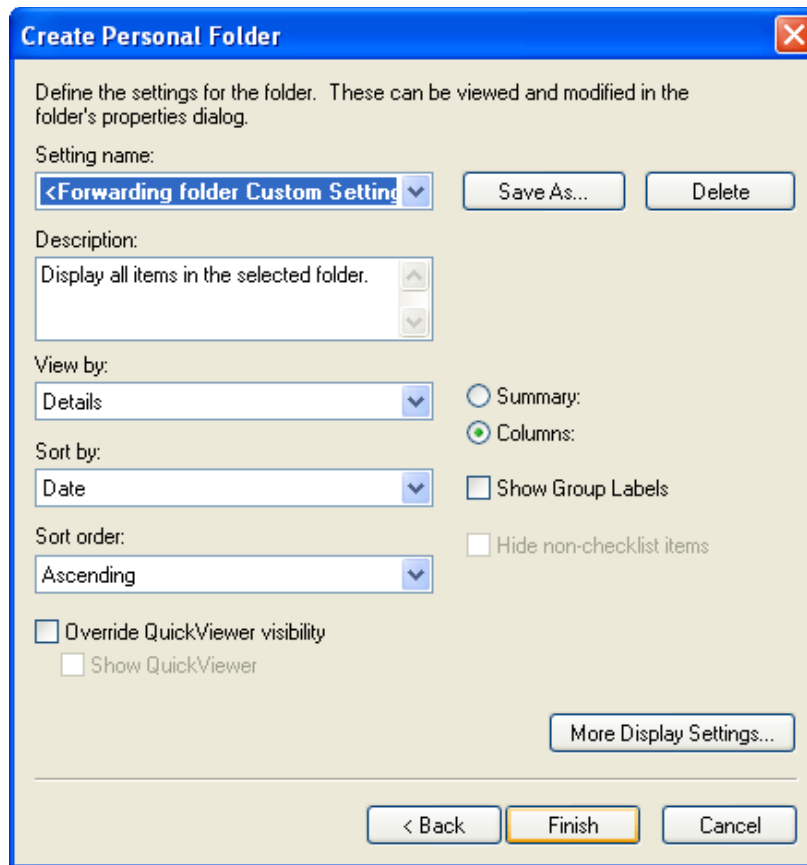
2. The Create Personal Folder wizard appears. Choose Personal Folder and click next.



3. On the next screen, type a name for the folder you want to create. The example is "Forwarding folder." When you have typed a name, click next.

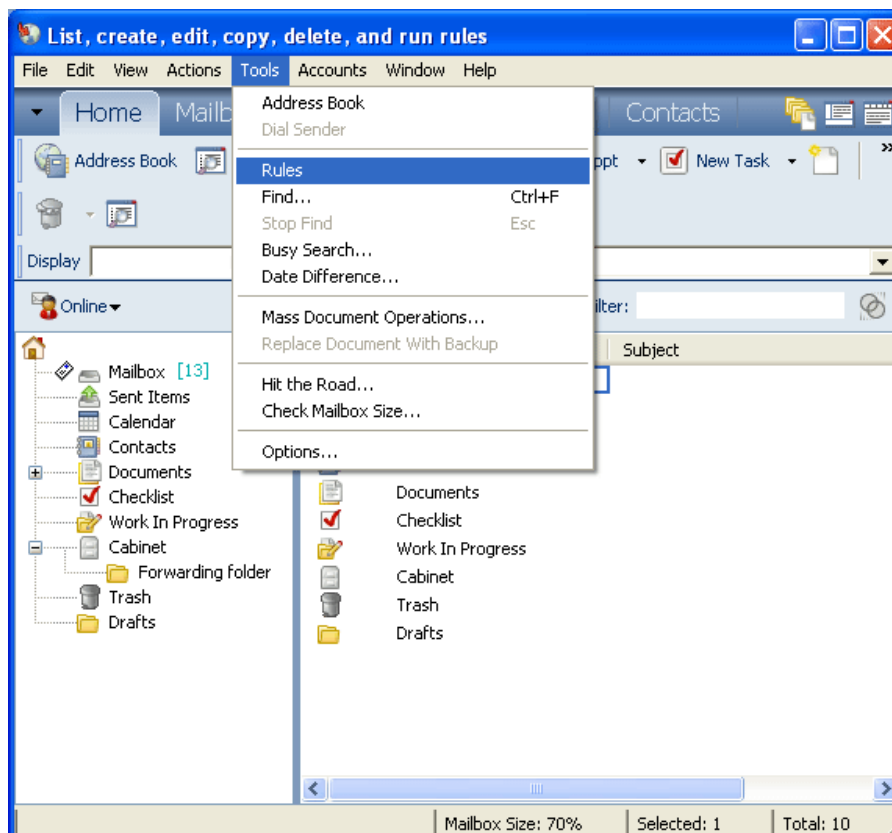


4. On the last screen of this wizard, simply click finish. Now that the folder is set up, you can create the rule.

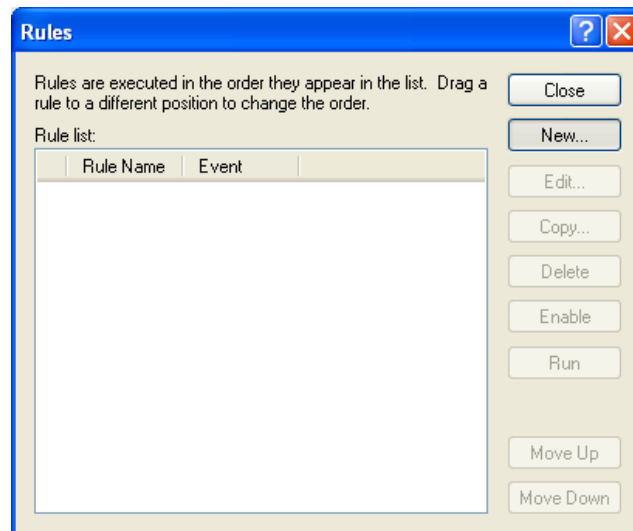


5. From the Tools menu, and choose "Rules."

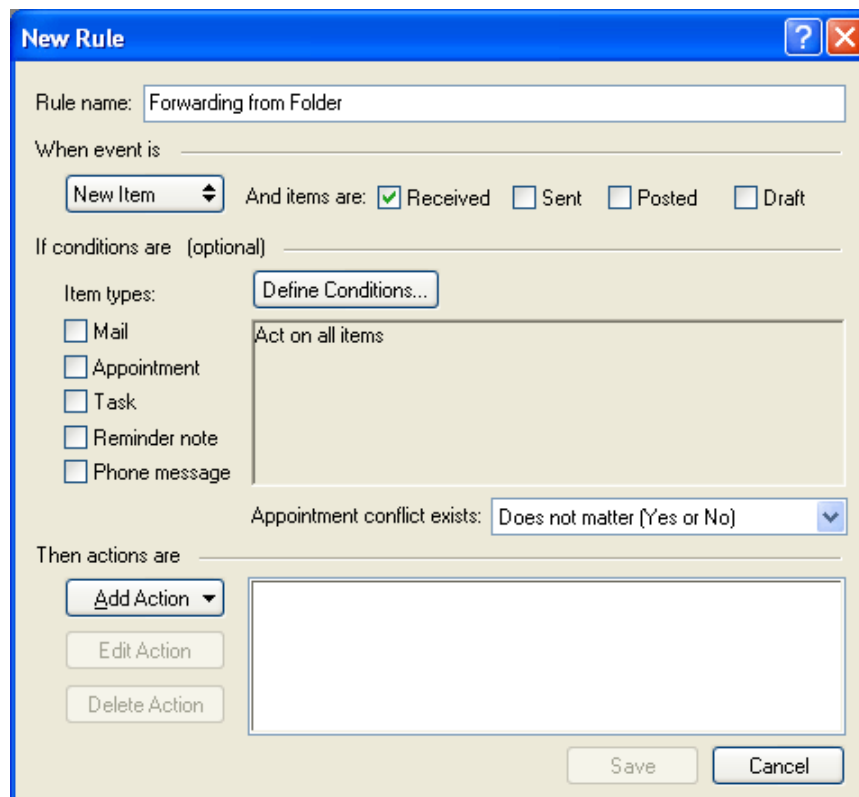
MSBTC



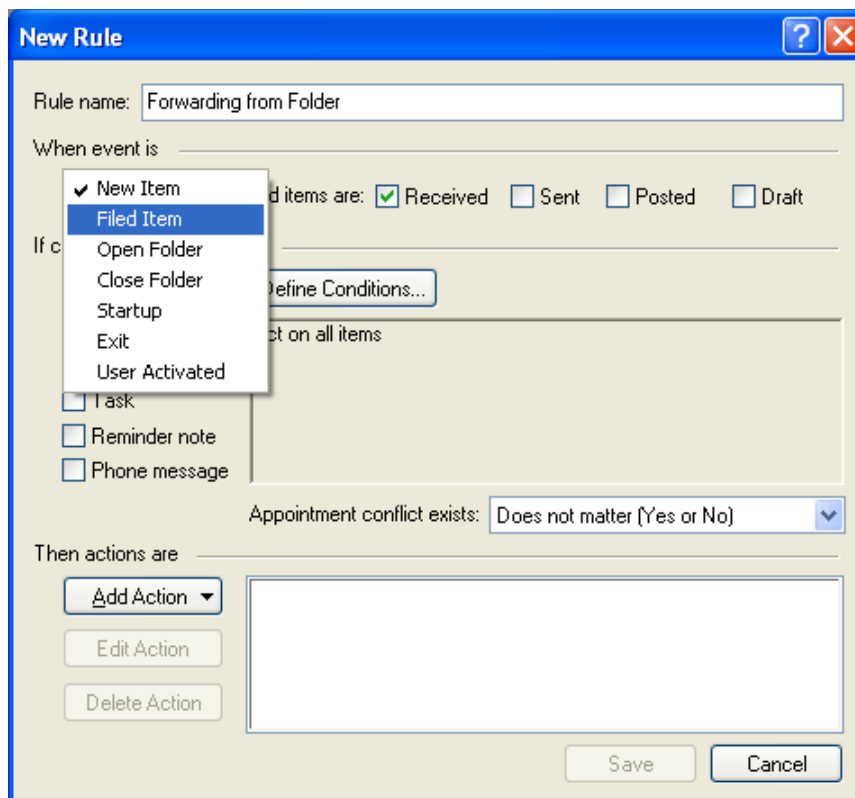
6. Click the "New" button to create a new rule.



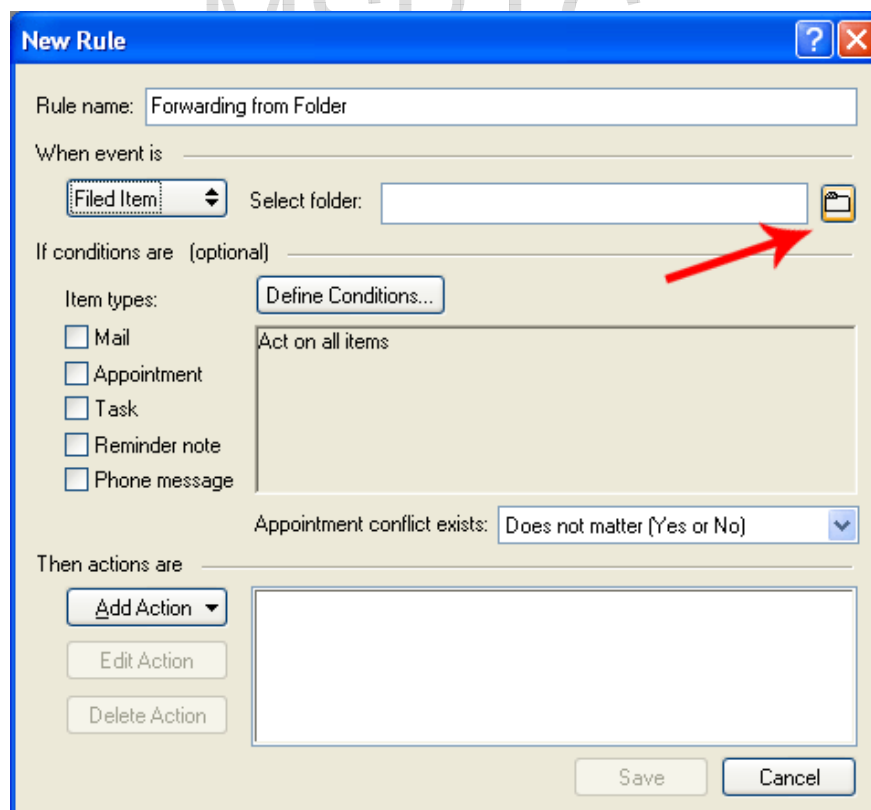
7. In the New Rules screen, you can create a name for your rule. Though the example here is "Forwarding from Folder," you may want to call it something else. You should make it something you remember, since the rule will be saved to your account and a descriptive name will help you recall what the rule does.



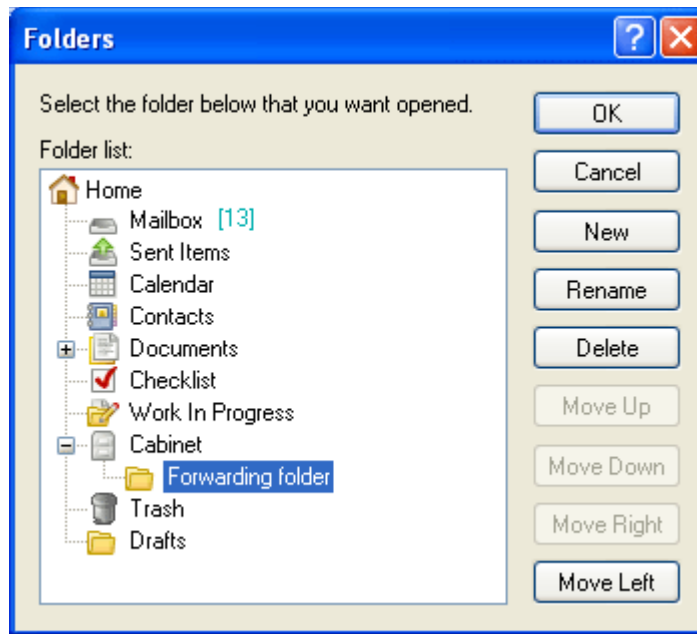
8. Under "When event is," you should uncheck the boxes and click the box that reads "New Item" and change it to "Filed Item."



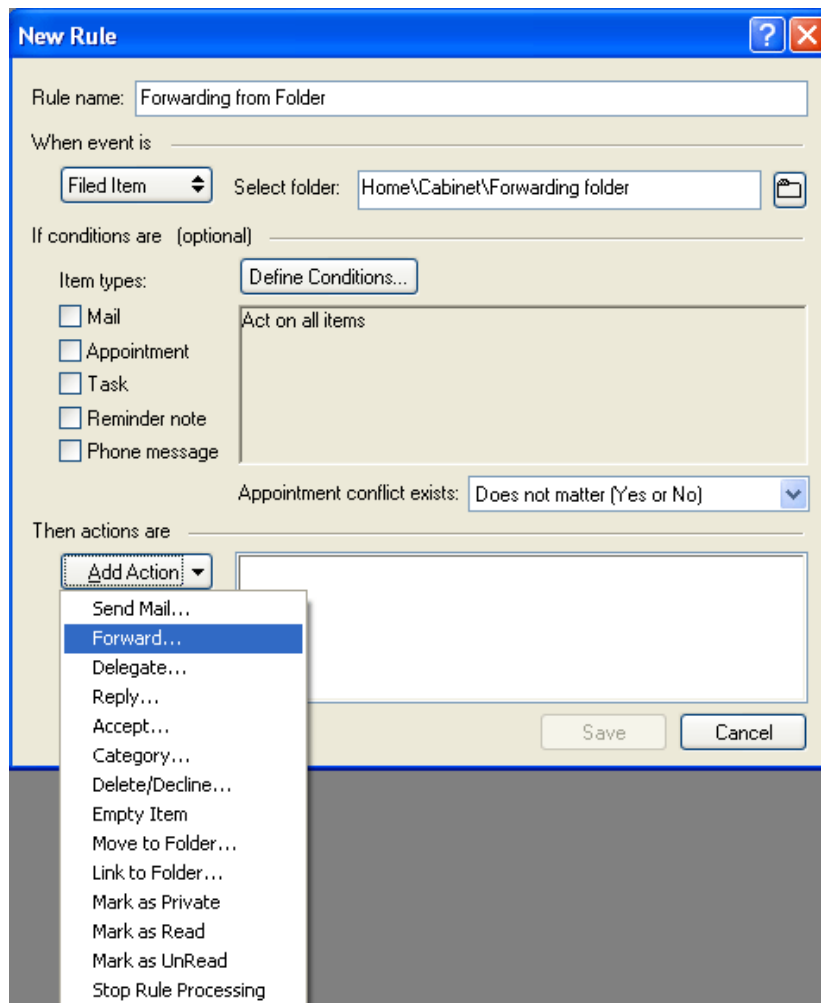
9. After choosing Filed Item, you will need to choose a folder. To the right of where "Select Folder" appears, click the folder icon.



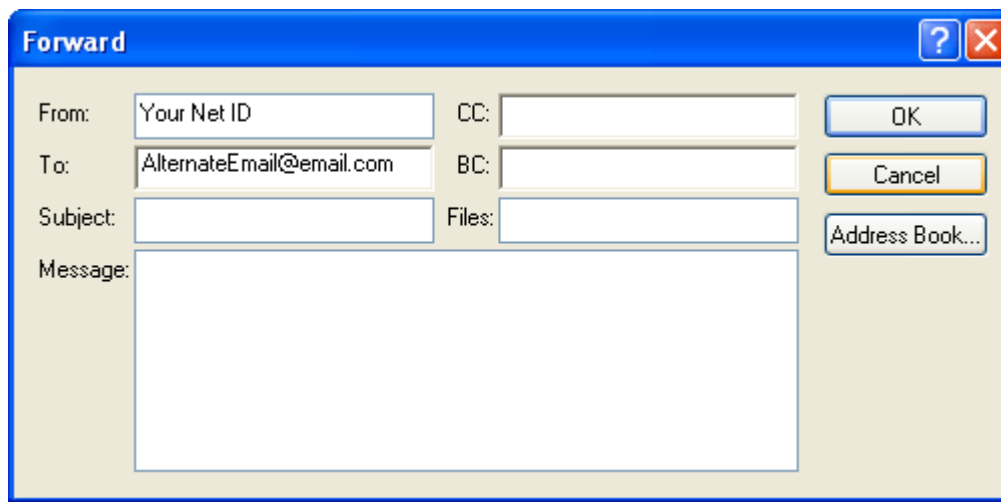
10. On the screen that appears, choose the folder you want the rule to apply to. You may need to expand the Cabinet to see the folder that you have created by clicking the plus sign next to the Cabinet.



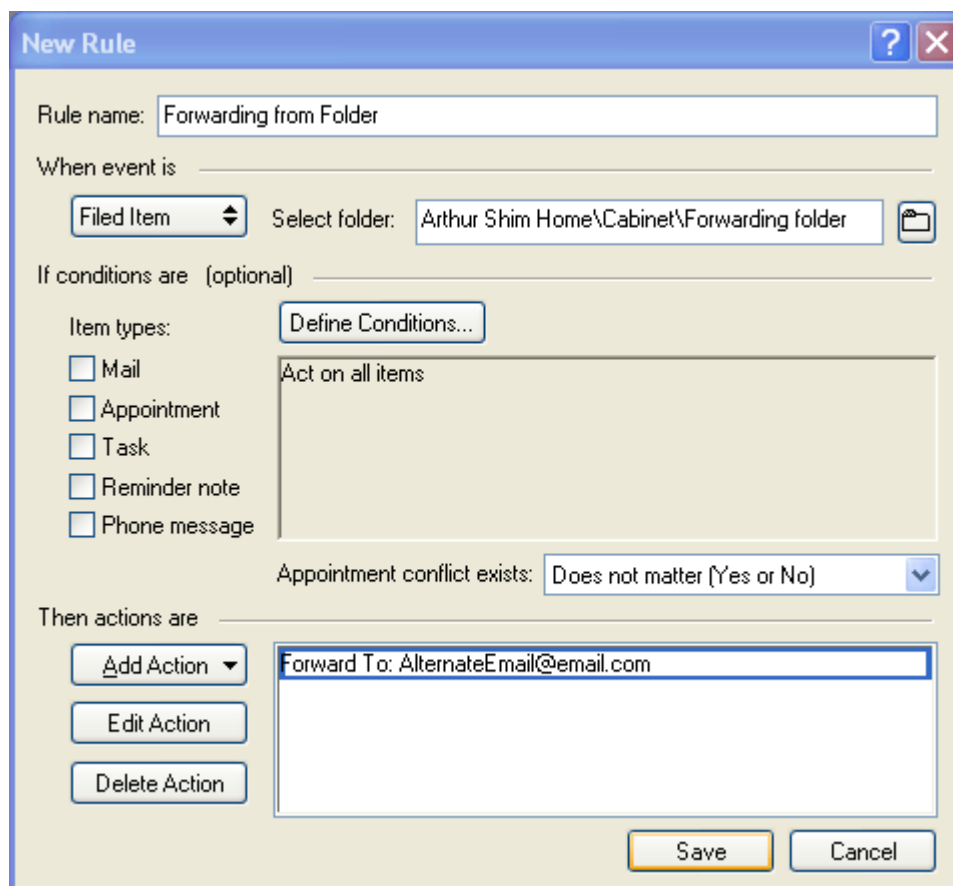
11. On the bottom, under “Then actions are,” click the Add Action button and choose Forward.



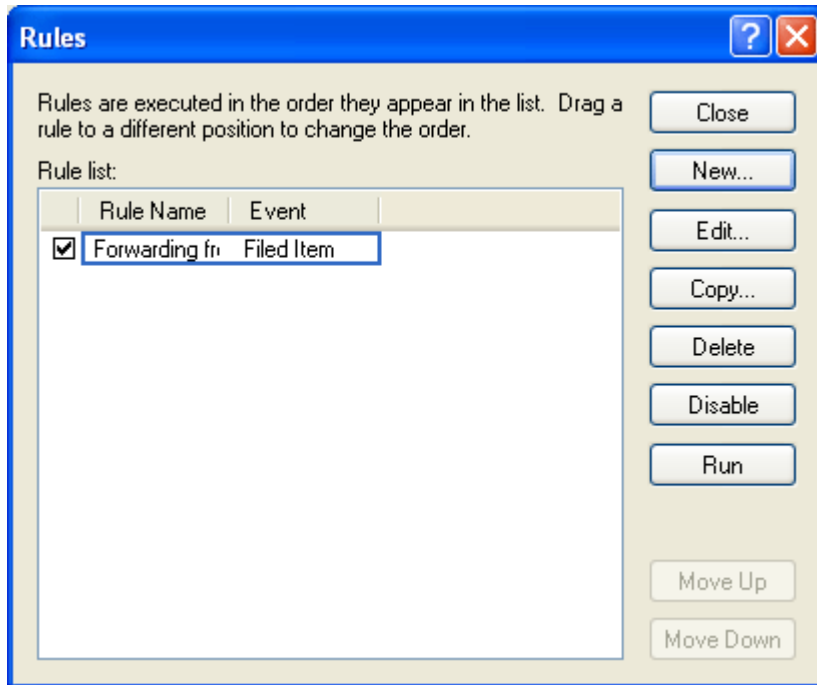
12. On the screen that pops up, type your alternate email address in the "To:" field. You may also want to type a message to yourself, but that is optional. Click OK when finished.



13. When you are done with the New Rule screen, click Save.



14. Your rule will now show up in the main Rules screen. The checkbox next to it shows whether or not the rule is active, and the Event column shows what activates the rule. "Filed Item" means the rule affects items that are dragged into the folder. Click close.



15. Now that you are back in your mailbox, you can drag items into the folder you created and they will automatically be forwarded to the address you specified. After you place the item in the forwarding folder, you can open the forwarding folder and return the items to their original location.