

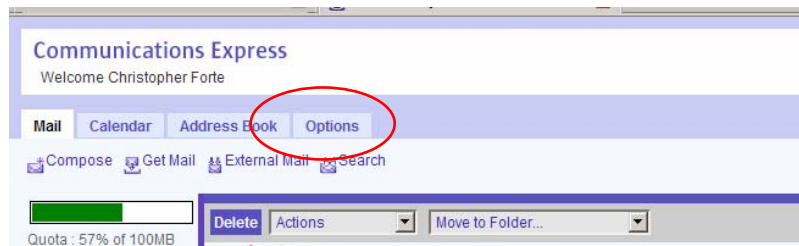
Forwarding Hamilton E-mail

Quick setup for e-mail forwarding

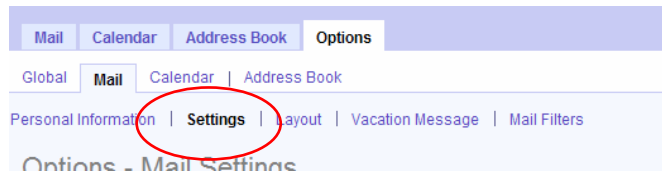
1. If you are on-campus, open Internet Explorer (IE) or Firefox. If you are off-campus connect to your Internet Service Provider (i.e. Earthlink, AOL, etc.) and then open Internet Explorer or Firefox.
2. Go to <http://mail.hamilton.edu> or connect to your mail through My Hamilton.
3. Login using your normal e-mail user name and password.



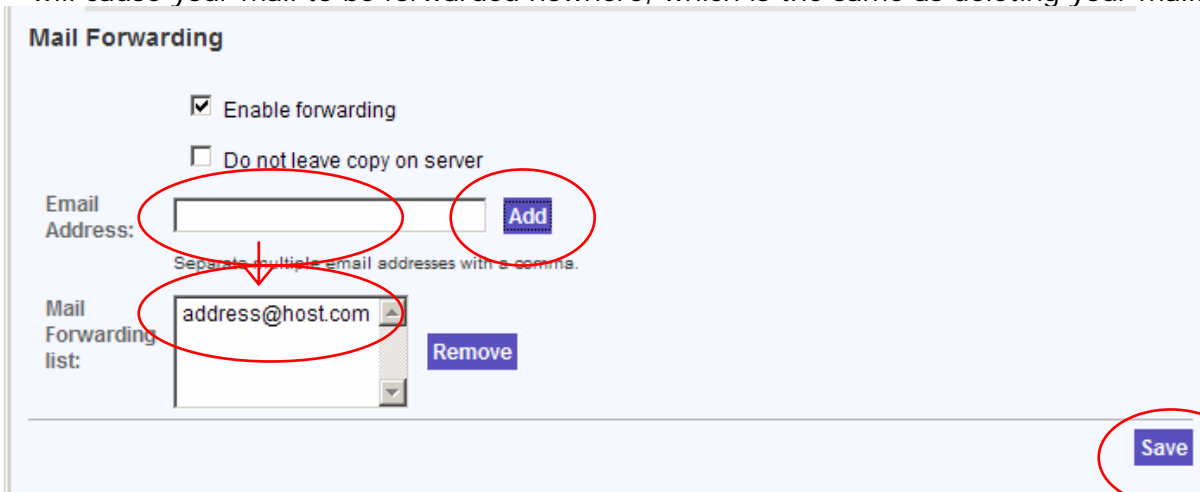
4. In *Communications Express*, click on the **Options** tab.



5. Click on the link for **Settings**.



6. Under *Mail Forwarding* check the box next to *Enable forwarding*. Fill in your forwarding address in the box provided. Click the **Add** button and the forwarding address will appear in the list below. **Be sure to double-check your entry** for spelling errors. An invalid address will cause your mail to be forwarded nowhere, which is the same as deleting your mail.



IMPORTANT NOTE: When forwarding is turned on, a **copy** of new mail is forwarded to the address you've provided *and* a copy remains in your Hamilton INBOX. You will see all of your forwarded mail when you return to using your Hamilton account. If you delete messages from the forwarding account, they are **not** deleted from your Hamilton account. If you normally receive a lot of e-mail and/or attachments, these copies may fill up your mailbox and exceed your storage quota. ***If this happens, mail will no longer be received or forwarded.***

Although our mail system *does* send out quota warnings, not all e-mail software is capable of receiving them. Therefore, it is important for you to check your quota by periodically logging in to *Communications Express* as shown in steps 1-3 above. This information can be found at the bottom of the INBOX screen. Before mail delivery will resume, you must delete enough messages from your INBOX to bring your account back under your quota.

If you want to only receive mail in your forwarding address and do not want the original messages kept in your Hamilton INBOX, check the box next to **Do not leave copy on server**.

The screenshot shows the 'Mail Forwarding' configuration interface. At the top, there are two checked checkboxes: 'Enable forwarding' and 'Do not leave copy on server'. Below these is an 'Email Address:' field with an 'Add' button. A note indicates to 'Separate multiple email addresses with a comma.' Below that is a 'Mail Forwarding list:' section with a dropdown menu containing 'address@host.com' and a 'Remove' button. At the bottom right of the form, there is a 'Save' button.

7. Click on the **Save** button.
8. Forwarding takes place immediately. Only new, incoming mail will be forwarded. Any mail currently in your INBOX will **not** be forwarded.

For questions or comments regarding this document, please email helpdesk@hamilton.edu.