



## Automatic Redirecting of ForUM Email (Faculty & Staff)

With the adoption of ForUM as the University of Montevallo's online portal, UM faculty and staff now have access to two separate email accounts: **Exchange** (a.k.a. Outlook or Entourage) and **ForUM Email**.

Faculty and staff may use both of their UM email accounts if they wish. However, it is assumed that most people will only want to check one account, and that most will prefer to continue using the Exchange account exclusively.

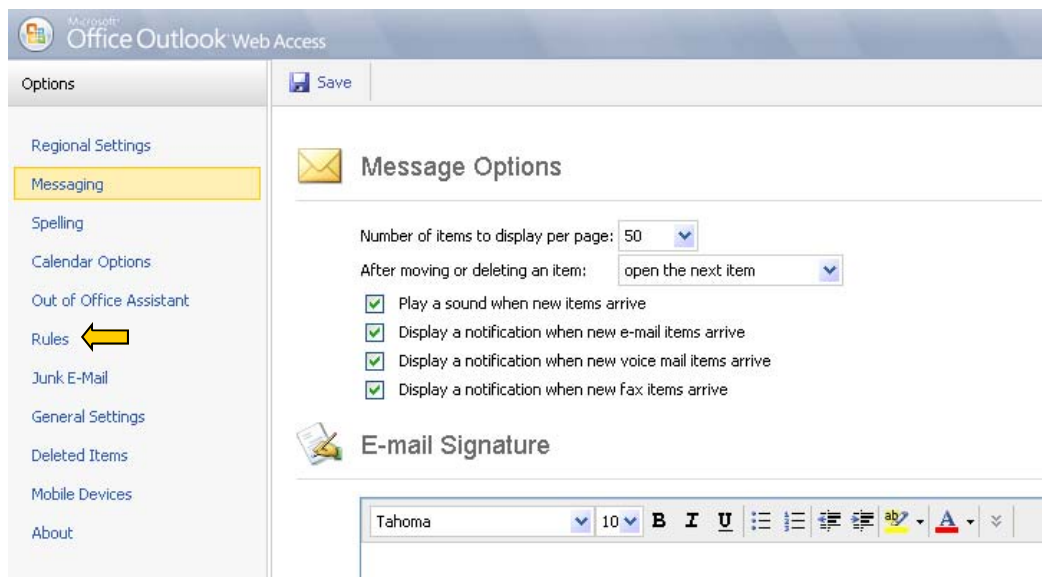
With this assumption in mind, Computer Services has drawn up the following instructions to assist you in creating a ForUM Email **rule** that will automatically **redirect** all email sent to your ForUM Email account to your Exchange (Outlook or Entourage) account.

### Procedure if using Internet Explorer 6

- 1) Login to your ForUM Email account.
- 2) Look for **Options** in the top-right corner of your inbox:



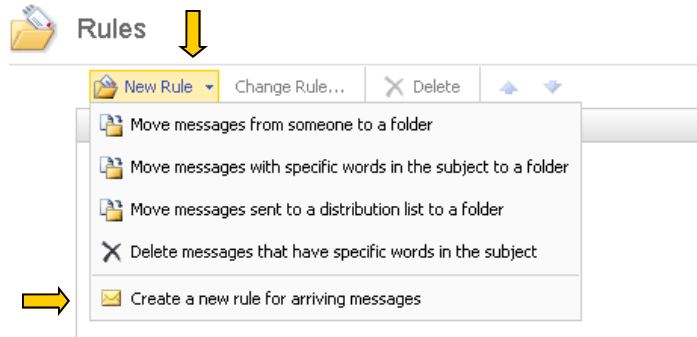
- 3) By default, the **Message Options** window will appear, but for our purposes, we need to open the **Rules** window:



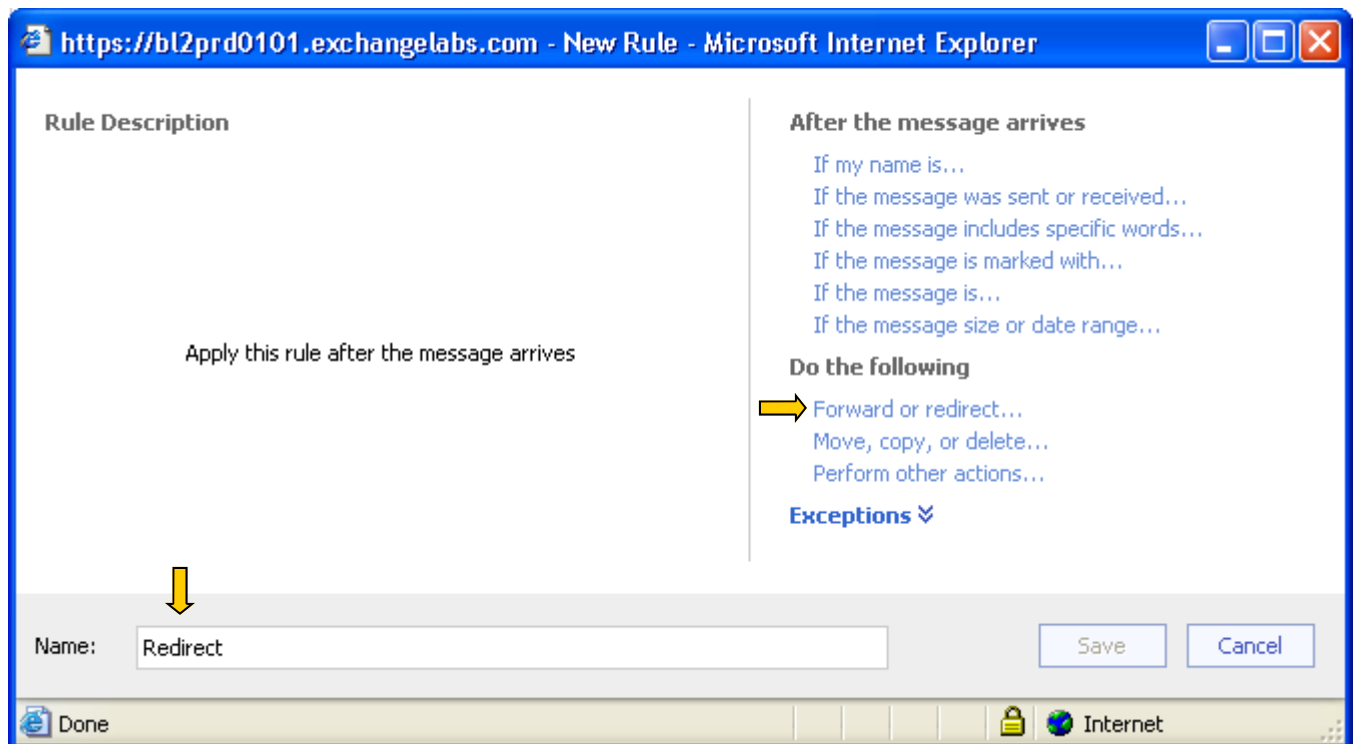
- 4) Click the **Rules** link on the left-hand menu.



- 5) The **Rules** window will appear. Click **New Rule** then choose **Create a new rule for arriving messages**:



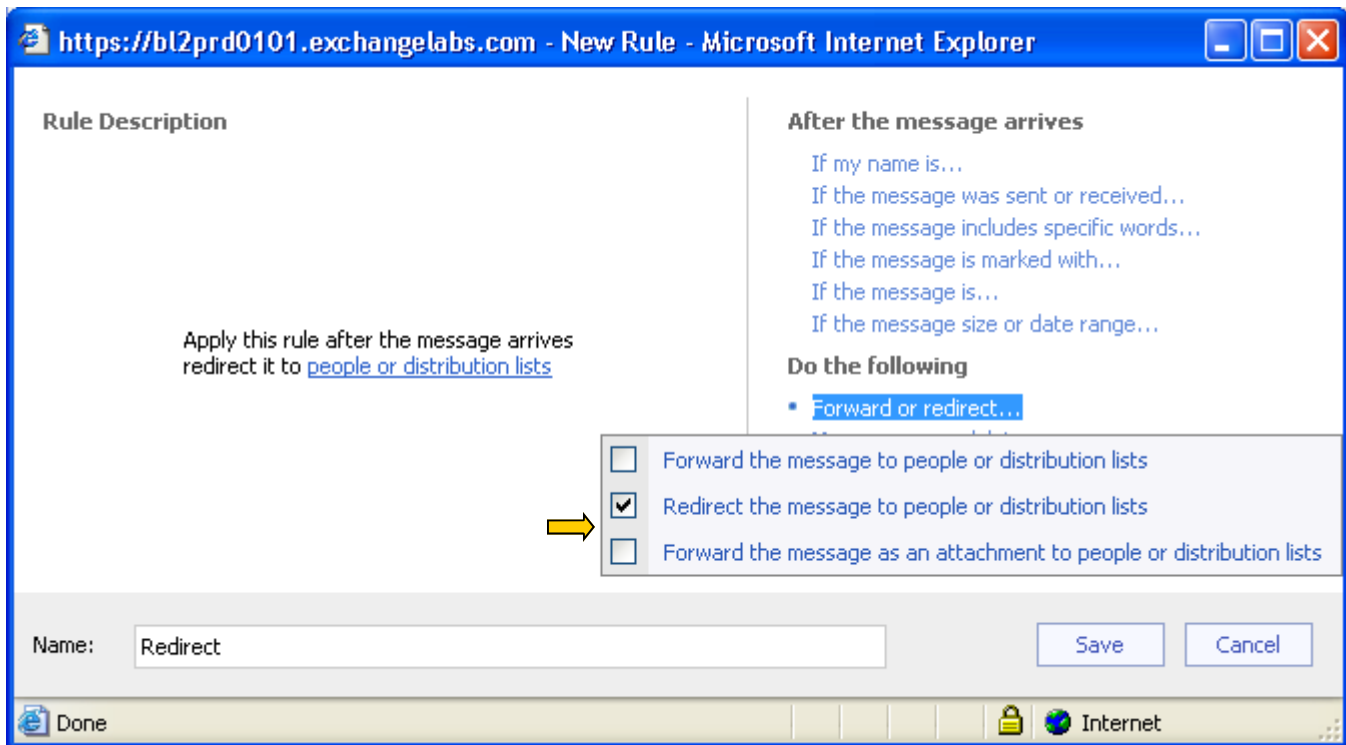
- 6) The **Rule Description** window will appear.  
7) Give your new rule a name. "Redirect" is an obvious choice.



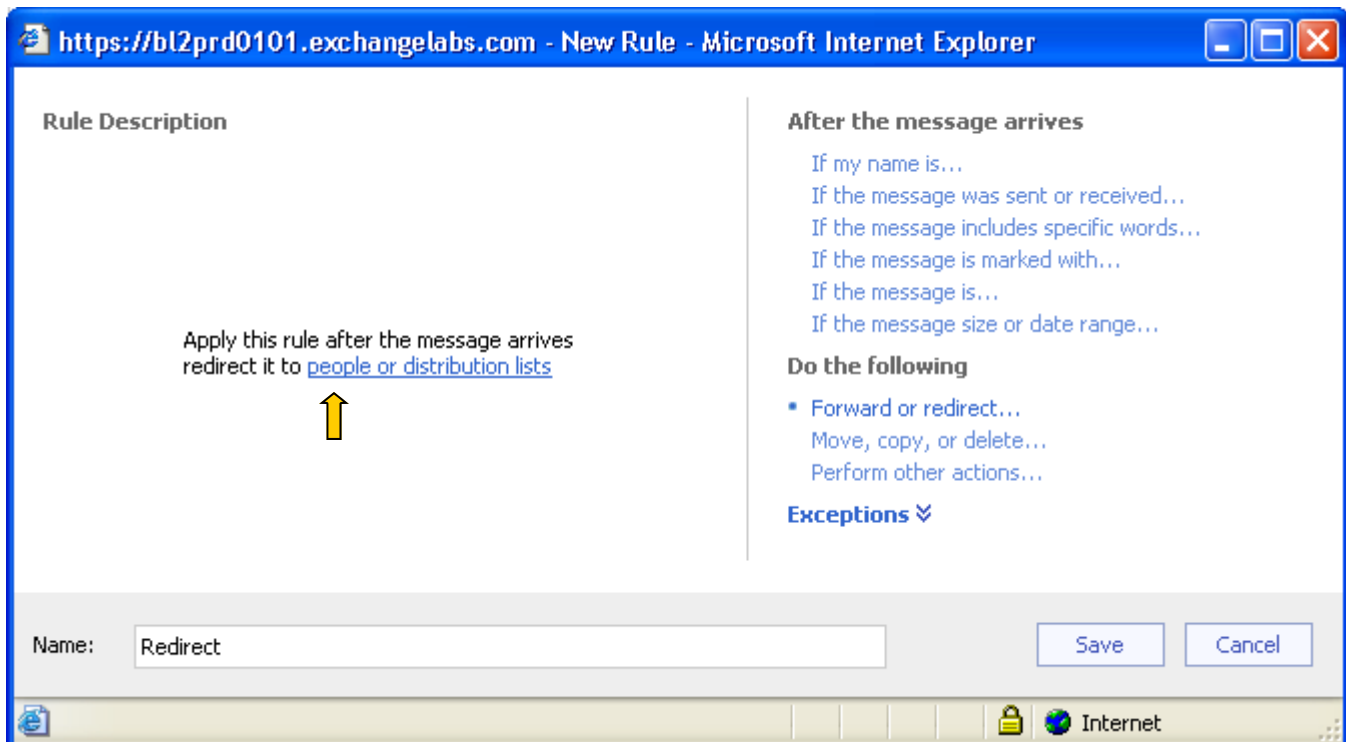
- 8) On the same **Rule Description** window, click **Forward or redirect...**



9) In the **Forward or redirect...** sub-menu, select **Redirect the message to people or distribution lists**.



10) Next, click the link at center-left that reads **people or distribution lists**.



For further assistance, contact the Computer Services Help Desk:

**Phone: (205) 665-6520 (available 24/7)**

Email: helpdesk@montevallo.edu - Walk-in: Morgan 109



11) The ForUM Email address book will appear. To save space, I've cropped the screen shot of the address book, but at the bottom of the window you will see the following **Message recipients** box:

Message recipients:

To ->

OK Cancel

12) Type your Exchange (i.e. Outlook or Entourage) email address in the **Message recipients** box, then click **OK**:

Message recipients:

To ->  ←

→ OK Cancel

13) Your Exchange email address will now appear as part of the **Rule Description**:

**Rule Description**

Apply this rule after the message arrives  
redirect it to [username@montevallo.edu](mailto:username@montevallo.edu) ←

**After the message arrives**

- If my name is...
- If the message was sent or received...
- If the message includes specific words...
- If the message is marked with...
- If the message is...
- If the message size or date range...

**Do the following**

- Forward or redirect...
- Move, copy, or delete...
- Perform other actions...

**Exceptions** ∨

Name:  → Save Cancel

Internet

14) Save your rule by clicking **Save**, then confirm by clicking **OK**.

Microsoft Internet Explorer

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This rule will be applied to every message that you receive. Is this correct?

→ OK Cancel

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