



## 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.

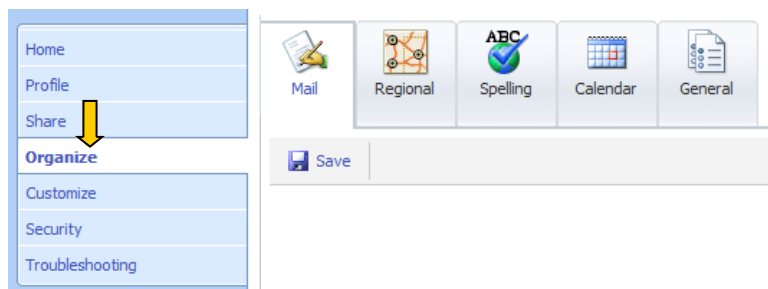
With this assumption in mind, Computer Services has drawn up the following instructions to assist you in creating a ForUM Email **rule** that will automatically **redirect** all email sent to your ForUM Email account to your Exchange (Outlook or Entourage) account.

### Procedure for Internet Explorer 7

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



- 3) The **Options** window will appear. Look for a set of tabs along the left side of the screen:

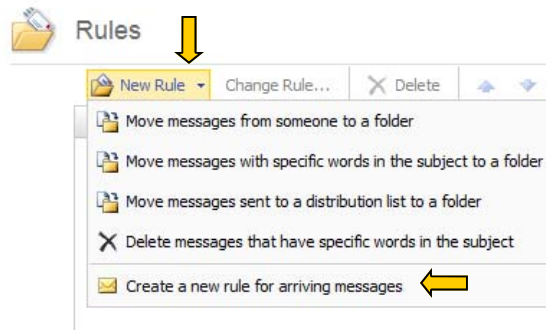


- 4) Select **Organize** from the tabs along the left side.
- 5) When the **Organize** window appears, click the **Inbox Rules** tab at the top of the screen:

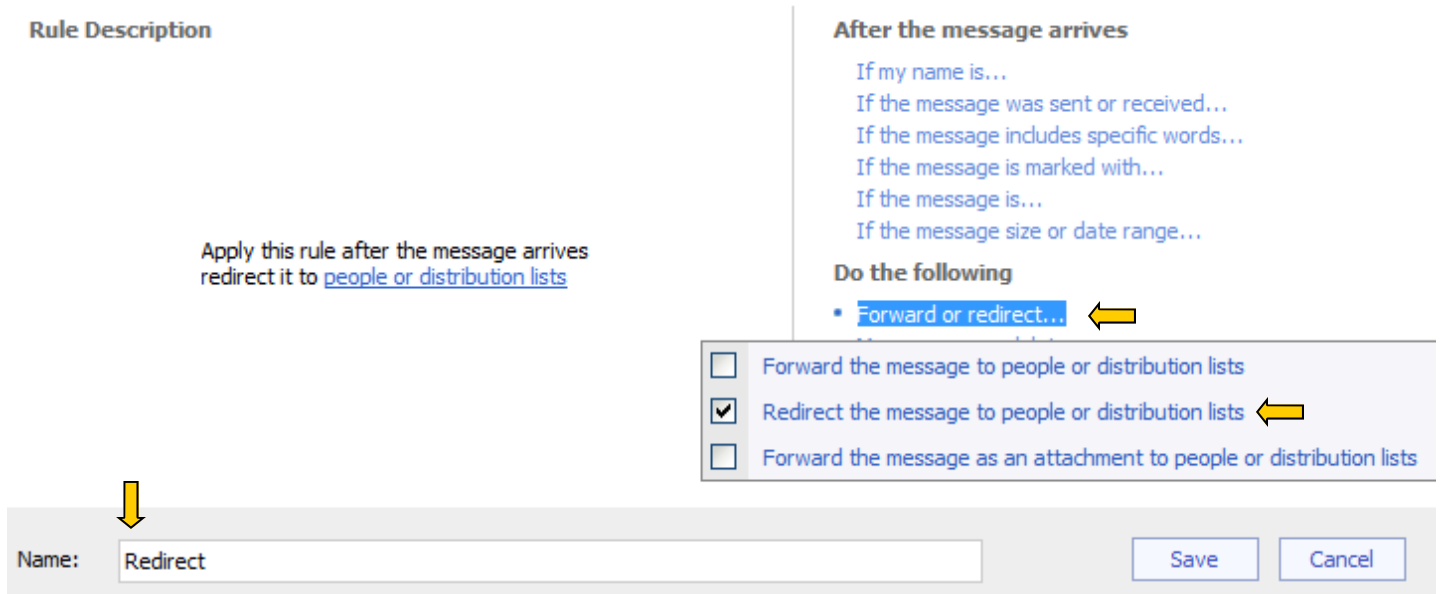




- 6) The **Rules** window will appear. Click **New Rule**, then **Create a new rule for arriving messages**.



- 7) The **Rule Description** window will appear.



- 8) You will need to give your rule a name. **Redirect** is a good choice.
- 9) Next, click **Forward or redirect...** under **Do the following** at the bottom-right of the **Rule Description** window, and check the box next to **Redirect the message to people or distribution lists**.



10) Now, click the **people or distribution lists** link in the left-center of the **Rule Description** window:

#### Rule Description

Apply this rule after the message arrives  
 redirect it to [people or distribution lists](#) ←

#### 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:

Redirect

Save

Cancel

11) Your ForUM Email address book will open. In order to save space, I have cropped this screen shot, but look at the bottom of the address book for the **Message recipients** box:

Message recipients:

To ->

fitch@montevallo.edu ←



OK

Cancel

12) In the **To ->** field below **Message recipients**, type your full Outlook or Entourage email address

13) Next, click **OK**.



- 13) The **Rule Description** window will reappear, and you should see your email address in the center left of the window:

#### Rule Description

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

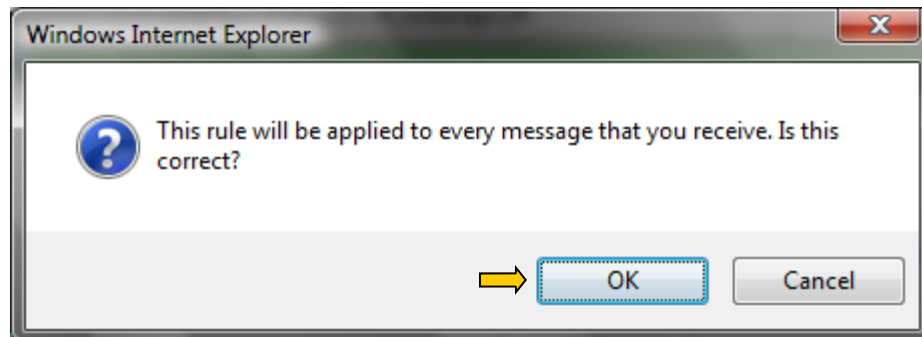
Name:



Save

Cancel

- 14) Click **Save** to save your rule.  
15) You will be asked to confirm. Click **OK**.



From now on, all email sent to your ForUM Email account will be redirected to your Outlook or Entourage account.

For further assistance, contact the Computer Services Help Desk:

**Phone: (205) 665-6520**

Email: [helpdesk@montevallo.edu](mailto:helpdesk@montevallo.edu) - Walk-in: Morgan 109