

Valparaiso University E-mail accounts may be forwarded to another e-mail account through the Online Service Center, however, this redirect only affects messages sent from outside of Valparaiso University's GroupWise System. Messages sent from sources within GroupWise are not affected by this redirect, thus if you wish to have these messages forwarded you will need to create a **Forwarding** Rule in WebAccess.

To create a *Forwarding* rule in WebAccess:

- Click **Options** on the *Title Bar*.
- Select the **Rules** tab.
- In the *Type:* drop-down menu, select **Forward**.
- Click the **Create** button.
- In the *Rule name:* field, type a name for the rule.
- **Leave the *Define Optional Condition* fields Blank.** This causes the rule to apply to all incoming messages including CC's and BC's.
- In the *Define Action - To* field, type the address you want your e-mail to be forwarded to.
- Click the **Save** button.
- Your newly created Rule will appear in the list of Rules. As long as the *Activate* box is checked, the Rule will be active. To deactivate the Rule, uncheck the *Activate* box.
- You must finally click the **Save** button to save your settings then click the **Close** button to close the *Options* window.




**Important:** Forwarded messages will accumulate in your GroupWise mailbox. You must periodically go into WebAccess and manually delete them.