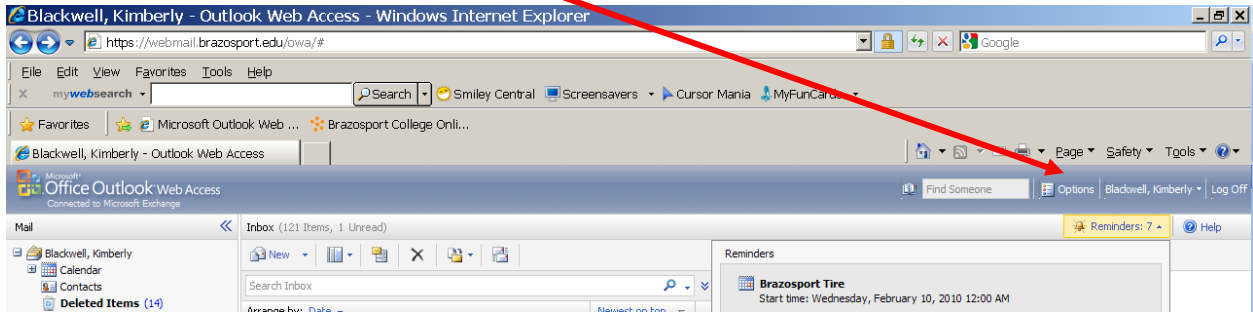


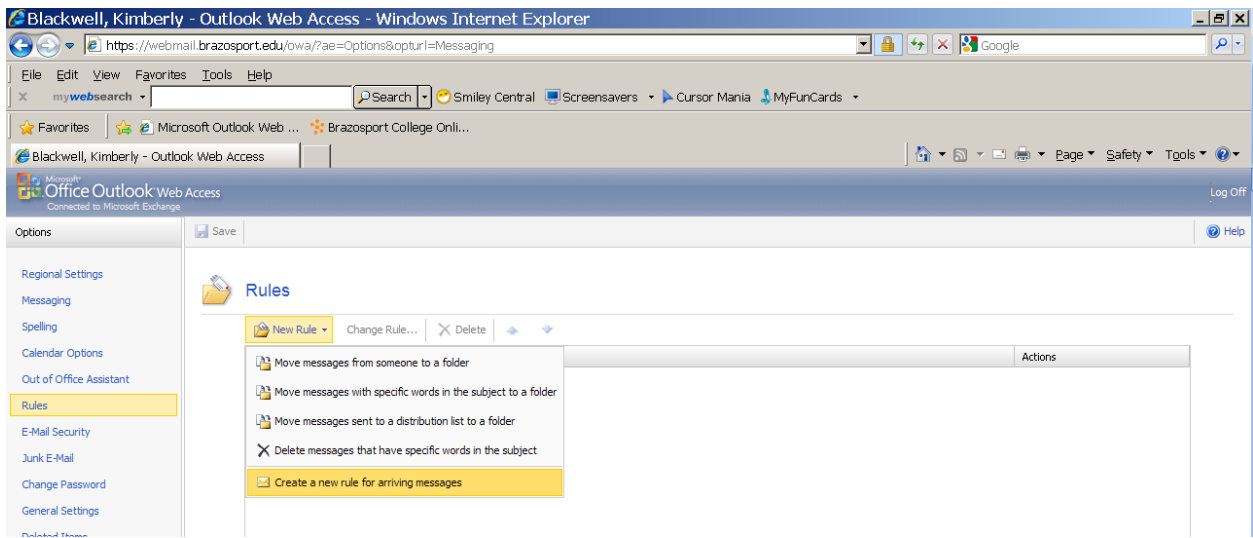
To forward your BCNET e-mail to another address:

Using Internet Explorer will give full functionality in Webmail – that is the browser that these directions were created from.

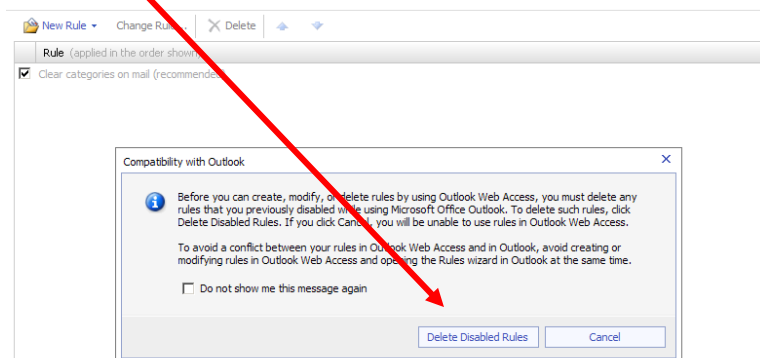
Sign in to Webmail and select Options.



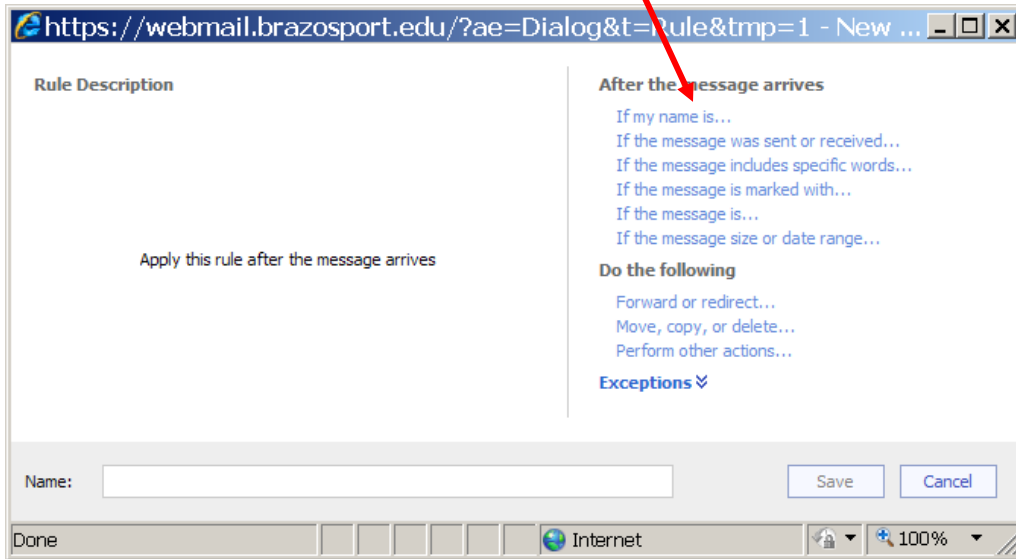
Select Rules and then Create a new rule for arriving messages.



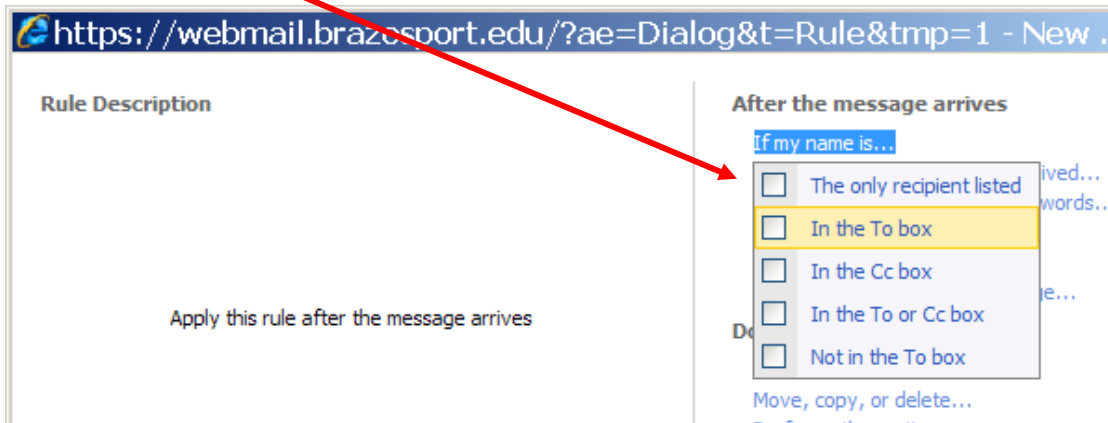
Check the box for Delete Disabled Rules



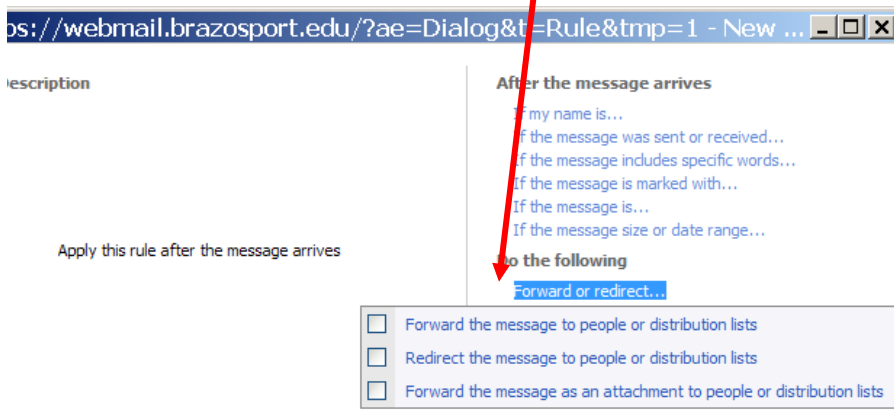
Under "After the message arrives" select If my name is...



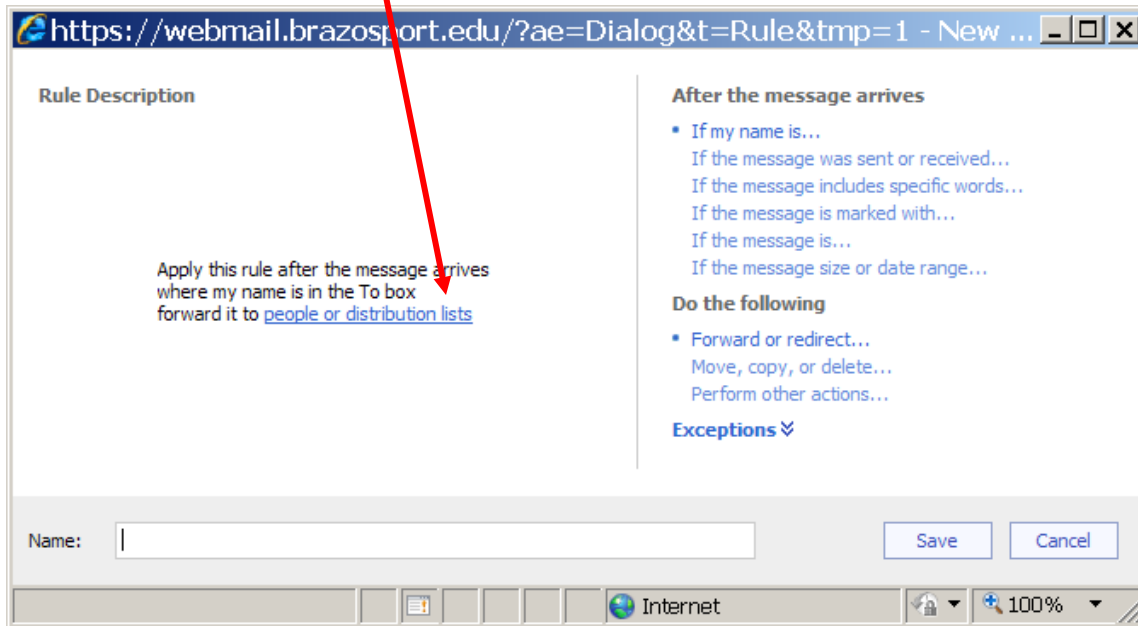
Select In the To Box.



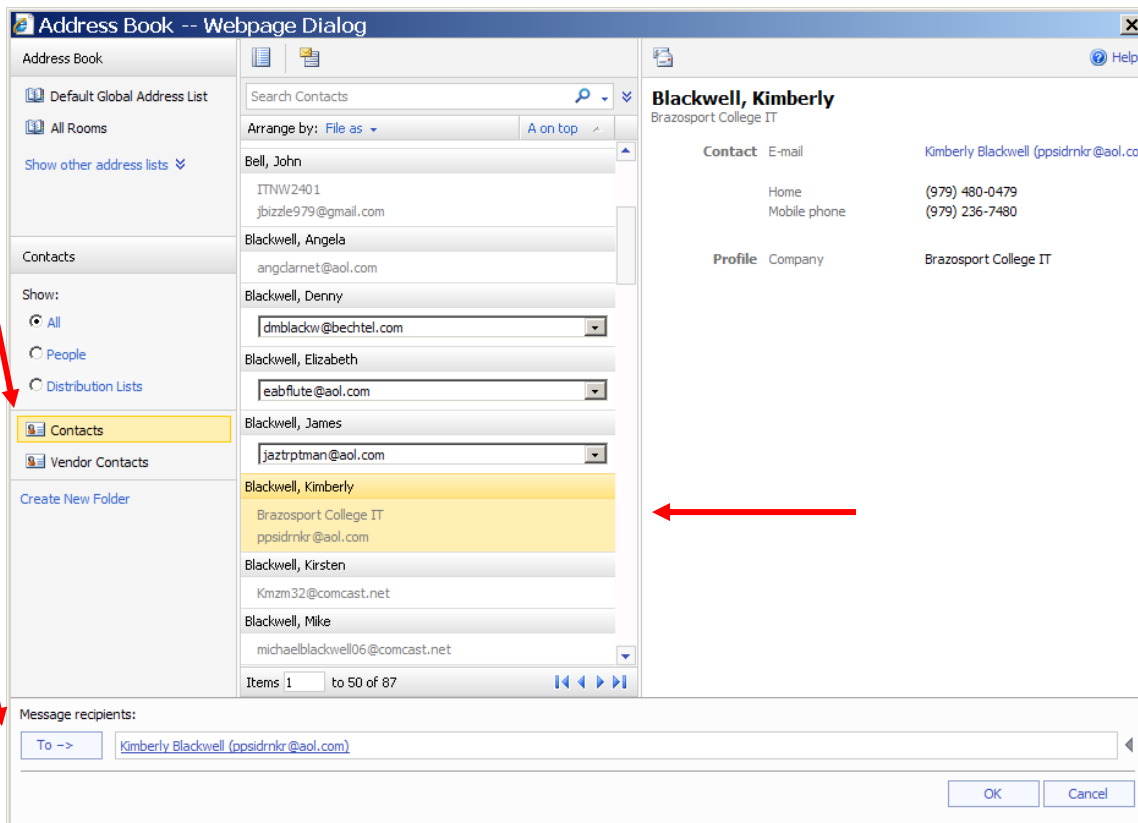
Under "Do the Following" select Forward or redirect. Then select Forward the message to people .



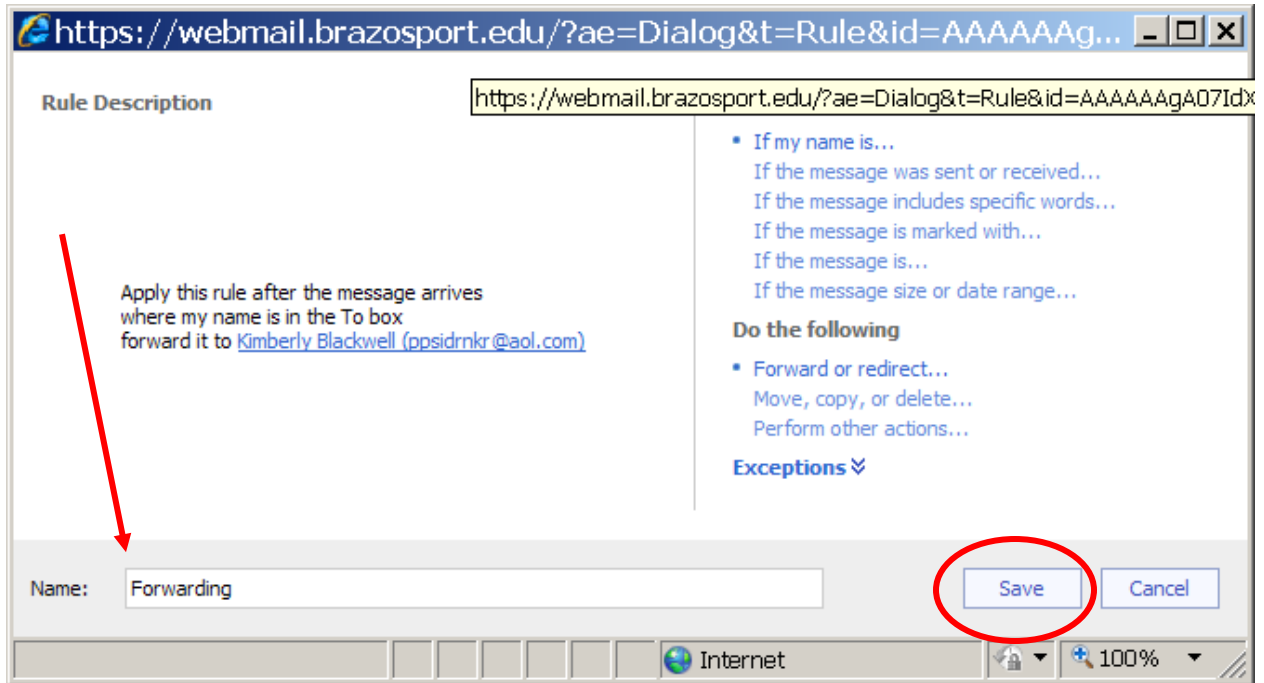
Select the link for “people or distribution lists”



Select from your global address book or contacts list (create a new contact if it does not exist.) Double click to apply in the To field. Click OK.



You may give the rule a different name by typing it in the Name: text box (erase what is there by default.) Then click Save.



To change or delete the rule, go back in to Options/Rules and select the rule.

