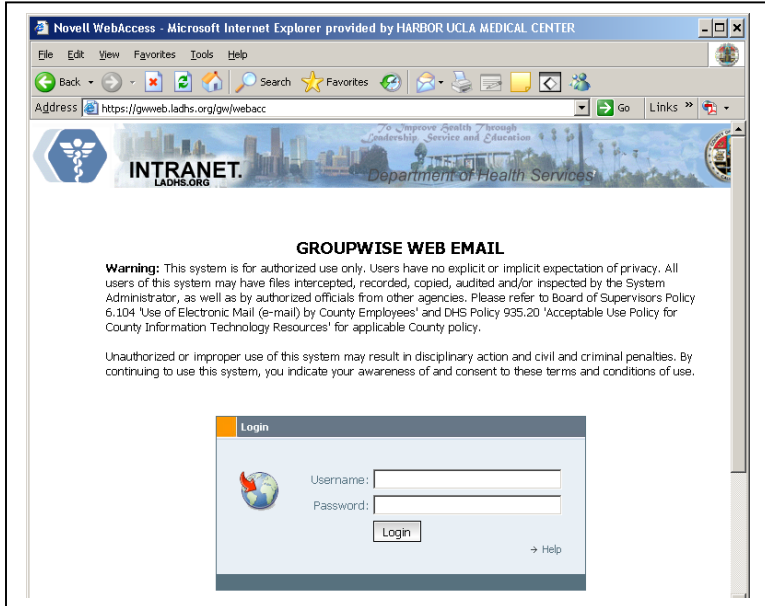
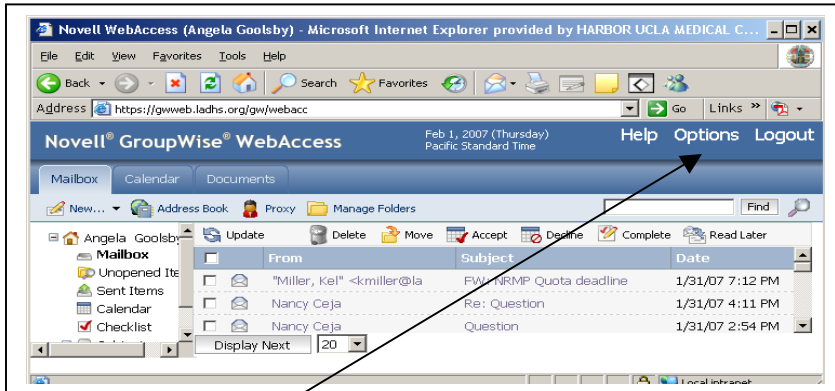


INSTRUCTIONS FOR FORWARDING GROUPWISE EMAIL FROM WEB LOGIN

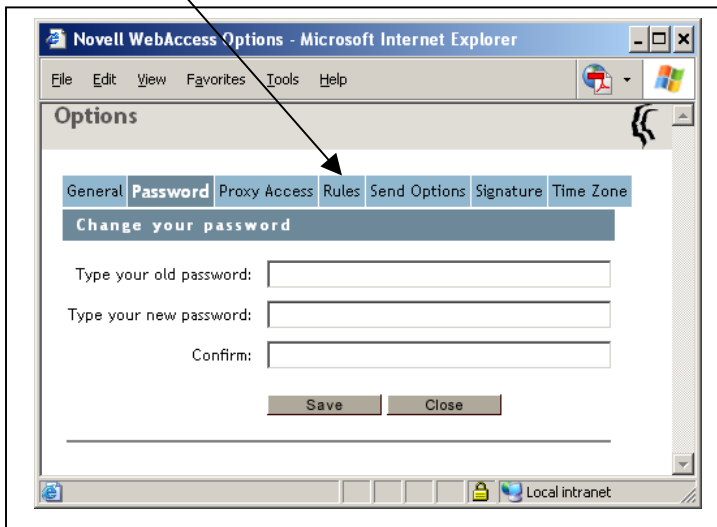
1. Go to <https://gwweb.ladhs.org>



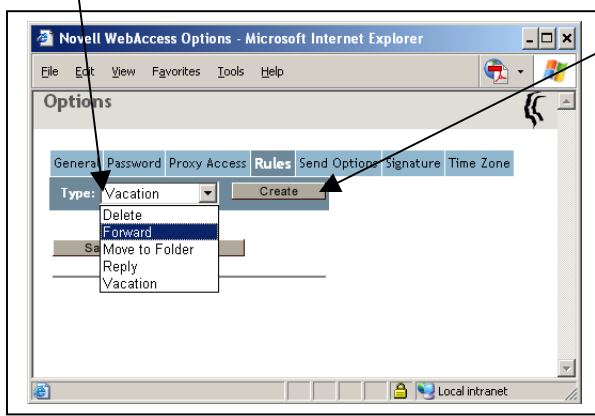
2. Log in using your User ID and Password.



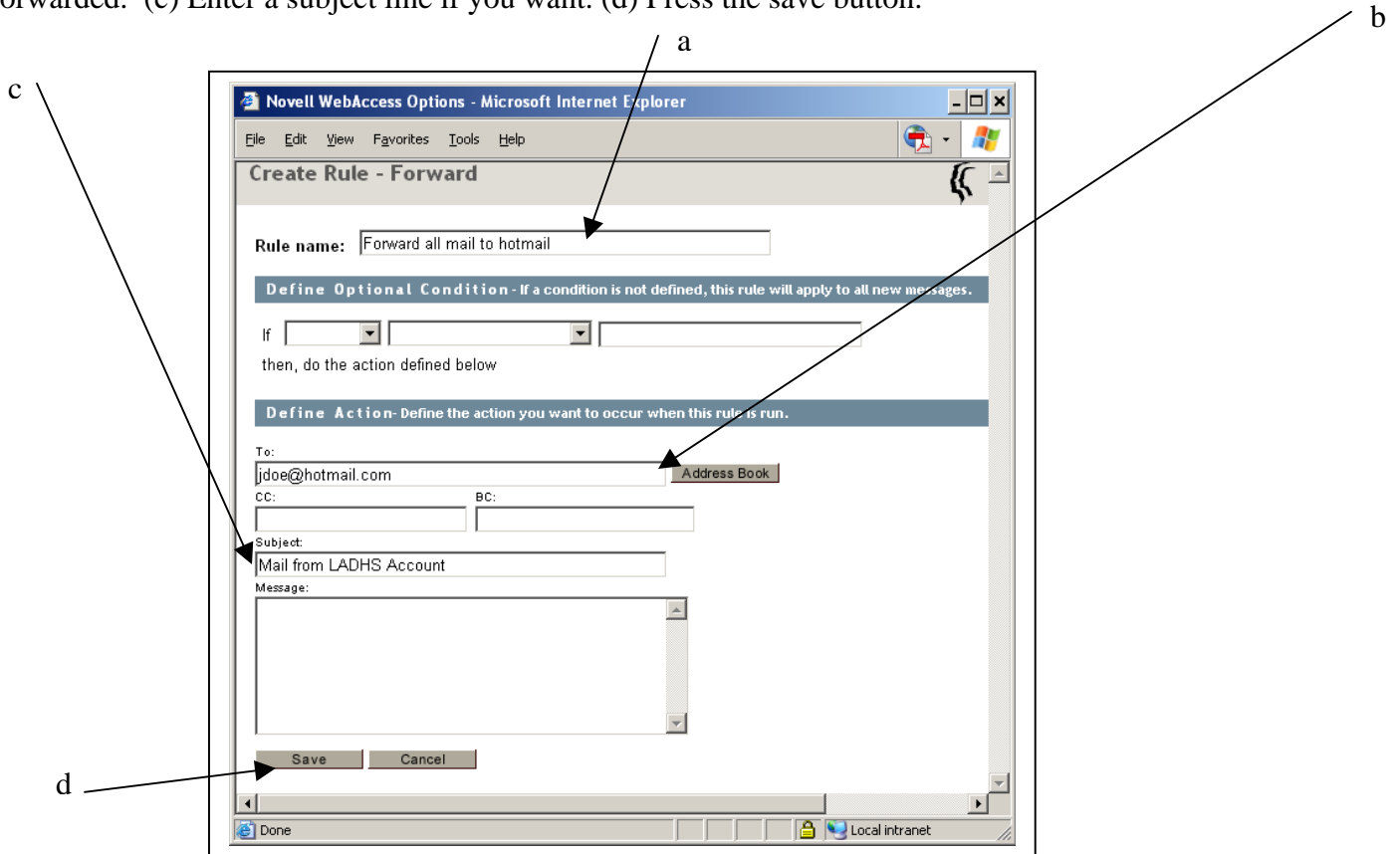
3. Select the Options button as indicated by the arrow above.
4. Select Rules



5. Select Forward from the drop down menu and press the Create button to the right.



6. (a) Enter a name for the forward rule you are creating. (b) Enter the email address where you want your mail forwarded. (c) Enter a subject line if you want. (d) Press the save button.



7. The following message will appear in red at the top of your screen: “You have not defined a rule condition. If a condition is not defined, this rule will apply to ALL new messages received. To continue, save this rule with or without a condition.” Press save to continue.

8. The check mark indicates that the Forward Rule is active. You are finished.

