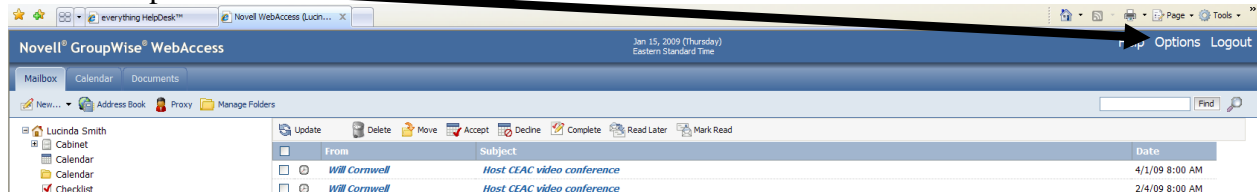


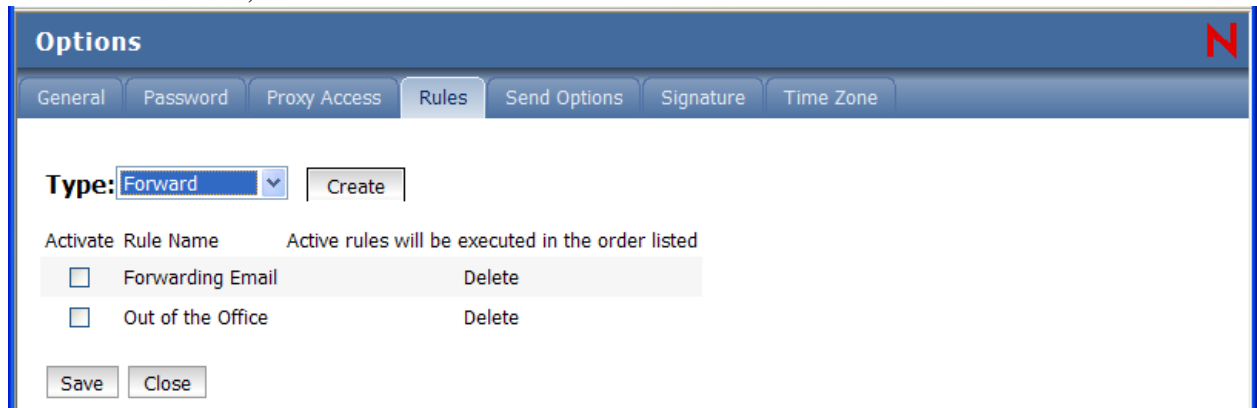
Adding GW Forwarding Rule (Webaccess)

Go to mailgtwy.eaton.k12.mi.us/gw/webacc to login to your GroupWise email.

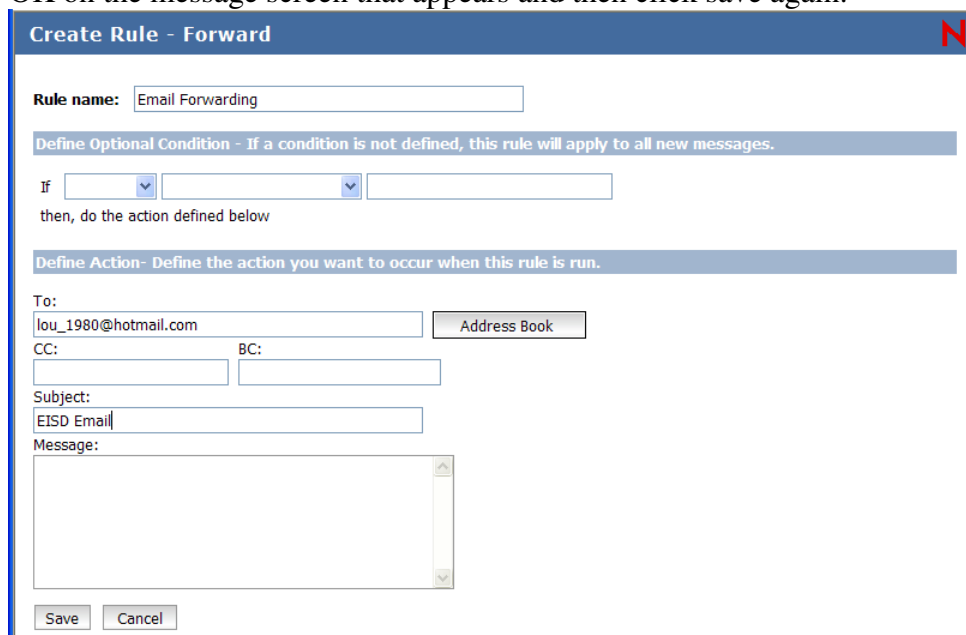
Click on Options



Click on Rules tab, select forward and then click create



Fill out the areas indicated in the example with your own rule name, email address, and subject heading. If you don't enter a subject heading the mail will come with a blank subject. Once you have finished click save. Because you want this to apply to all messages you will have to click OK on the message screen that appears and then click save again.



Once you have saved the message you will return back to the screen with the various tabs. Make sure the rule you created has a check mark next to it, this is what activates the rule. If you ever want to deactivate the rule you can uncheck the box or delete the rule.