
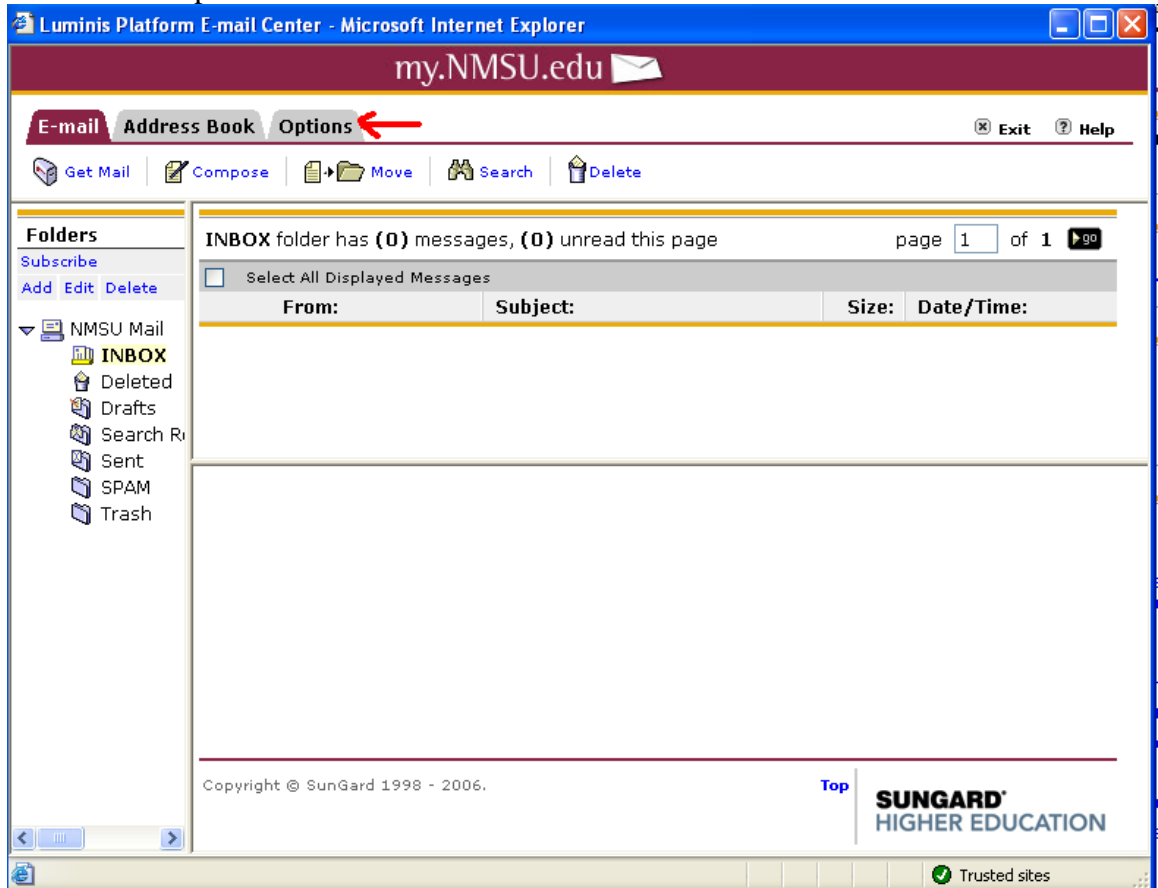


To Forward NMSU E-Mail to GroupWise

1. Log into my.nmsu.edu
2. Click on e-mail  on the right-hand side of the screen.
3. Click on the Options Tab



4. Click on Auto Forward

Luminis Platform E-mail Center - Microsoft Internet Explorer

my.NMSU.edu


E-mail Address Book Options Exit Help

Get Mail Compose

E-mail Options

Your Location: [E-mail](#) / E-mail Options

Address Book Preferences
Choose how many contacts you want displayed per page.

Auto Forward 
Forward your e-mail to another e-mail account for offline message management.

Auto Reply
Send a custom message automatically when you are away.

Block Addresses
Block addresses from which you do not wish to receive e-mail.

Display Settings
Set your display settings such as location for deleted messages and number of messages per page.

Filters
Sort your incoming e-mail automatically into folders and also filter out unwanted e-mail.

Message Preferences
Set your outgoing message preferences such as saving a copy of sent messages and requesting return receipts.

Retrieve Other E-mail
Retrieve e-mail from all your other accounts (IMAP & optionally POP, depending on your school's configuration) into one place.

Signature
Create a personal signature to attach to your outgoing messages.

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5. Type in your GroupWise e-mail address and click OK

The screenshot shows a web browser window titled "Luminis Platform E-mail Center - Microsoft Internet Explorer". The address bar displays "my.NMSU.edu" with an envelope icon. The page has a navigation menu with "E-mail", "Address Book", and "Options" tabs. Below the menu are "Get Mail" and "Compose" links. The main heading is "Auto Forward". A breadcrumb trail reads "Your Location: [E-mail](#) / [Options](#) / Auto Forward". A text box labeled "Auto Forward To:" contains the email address "username@nmsua.nmsu.edu". At the bottom right of the form area are "OK" and "Cancel" buttons. The footer includes "Copyright © SunGard 1998 - 2006." and the "SUNGARD HIGHER EDUCATION" logo. The browser's status bar at the bottom right shows a green checkmark and the text "Trusted sites".