

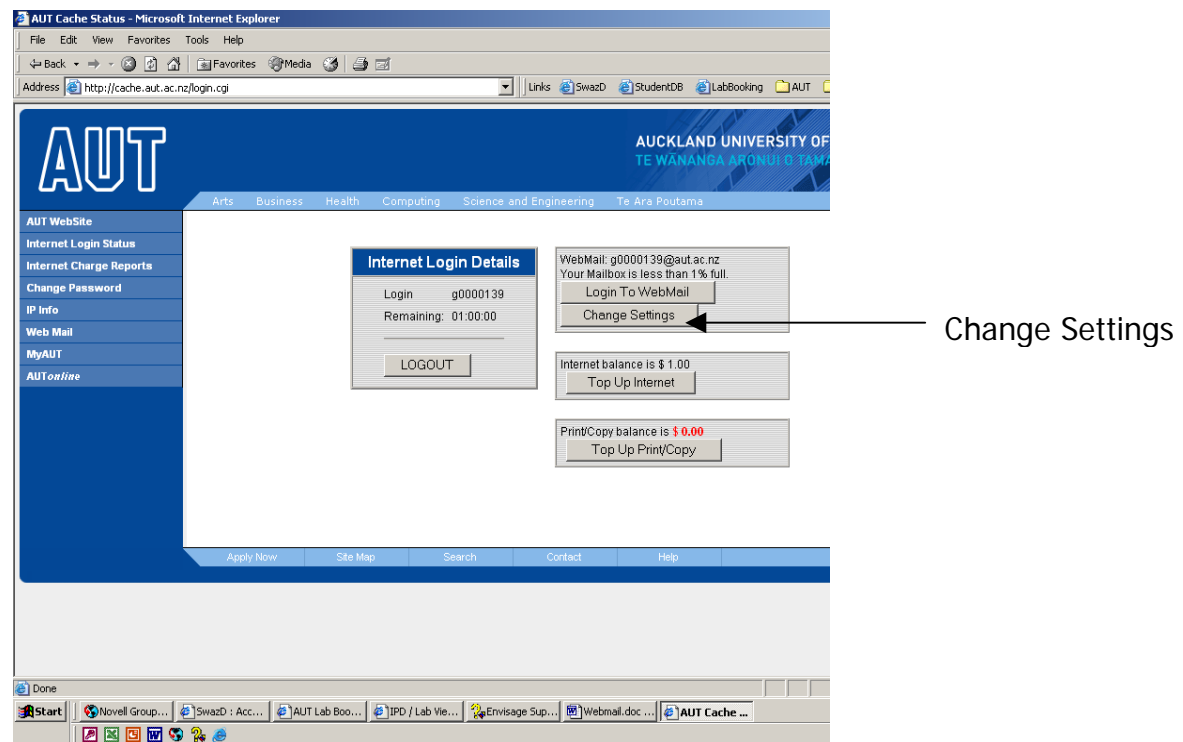
HOW TO SETUP MAIL FORWARDING

Set up mail forwarding so that email sent to your AUT Webmail account will be forwarded to another nominated email account.

Please note the following before setting up mail forwarding:

- These instructions apply after the student has already created an AUT Internet and Webmail account.
- You cannot have both mail forwarding and a Webmail account.
- By setting up mail forwarding you will permanently delete all email that is currently in your Webmail account, so you may wish to save or forward this email before continuing.

The first step is to login to your AUT Internet account then click on the "Change Settings" button.



The screenshot shows the AUT Internet account login page. The browser window title is "AUT Cache Status - Microsoft Internet Explorer". The address bar shows "http://cache.aut.ac.nz/login.cgi". The page features the AUT logo and navigation menu on the left. The main content area displays "Internet Login Details" with the following information:

Internet Login Details	
Login	g0000139
Remaining:	01:00:00
<input type="button" value="LOGOUT"/>	

Below the login details, there are several buttons and links:

-
- (indicated by an arrow from the text "Change Settings")
- Internet balance is \$ 1.00
- Print/Copy balance is \$ 0.00

You should now have the following screen displayed.

AUT Mailbox Settings

AUT WebMail Account Details:

Login: g0000168
Quota: 20 MBytes (0% Full)

Please note that if your mailbox is full, messages will be automatically removed to free up space to receive new email. Only messages in your Inbox, Trash and Sent folders will have messages removed. Other folders you have created will not be checked.

Delivery of g0000168@aut.ac.nz:

If you have your own email account elsewhere, you may have your AUT email forwarded to that address. Otherwise, the email will be delivered to your AUT WebMail account.

Deliver my email to my AUT WebMail mailbox

Forward my email to 1234@hotmail.com

Forward my email to

Change my delivery method

Enter your new email address in the "Forward my email to" box and click on "Change my delivery method"

AUT Mailbox Settings

Your mailbox settings have been updated. Please allow a few minutes for the changes to take effect.

Click **OK** in the screen shown above then close the web browser and the task has now been completed.