

Houston Baptist University

Application Services – Information Technology Services

Forwarding HBU email to another email account

Aug/2009

Introduction:

Some times staff, faculty and students need to forward their HBU email to another email account like Yahoo, Hotmail, Gmail, Windstream, Comcast and others. Our email server is OCS and here is where you will do the configuration. These instructions will let you forward the HBU email to your preferred account.

Configuration:

Access the OCS web client. In a web browser go to <http://ocs.hbu.edu> and login using your credentials. Click **Sign In**.

ORACLE Collaboration Suite

Username

Password

Remember my username on this computer

The Oracle Collaboration suite page opens. Click on the **E-mail** link on the Links group.

ORACLE Collaboration Suite

Mail Calendar Content

Links

mmorales

E-mail 2 unread message(s)

Voice Mail 0 message(s)

Calendar 0 pending invitation(s)

Tasks 0 open, 0 overdue

Workspaces

Discussions

Last updated 4:21:18 PM CDT

New Link

Mail

Sender	Subject
Trent Carroll	bb meeting
Trent Carroll	Accepted:
Trent Carroll	RE: About B...
Trent Carroll	FW: Test or...
Trent Carroll	RE: About B...
Rich Griffin	CampusEAI...
Janet Kerr	FW: UPS Sh...
Jan.Doniero@avon...	Re: Question...

Last updated 4:21:18 PM CDT

Calendar Personalize Help

Monday, August 17, 2009

Go To Today New Appt

Time	Appointment
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	Manager's Meeting
2:00 PM	

Tasks

Title ▲

No Tasks Pending

Last updated 4:21:18 PM CDT

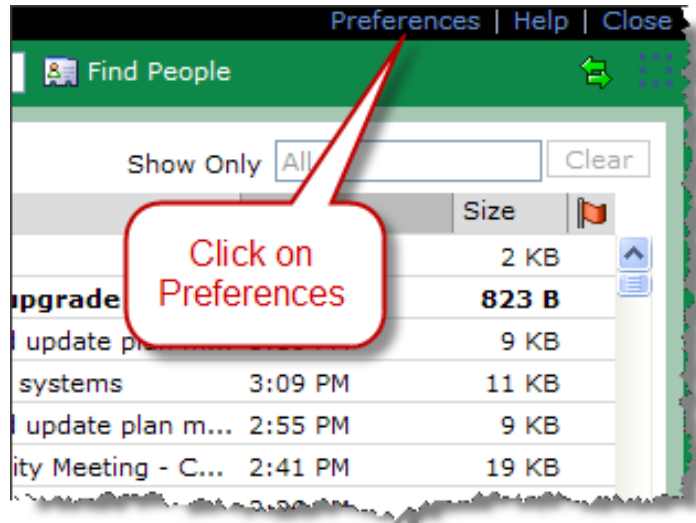
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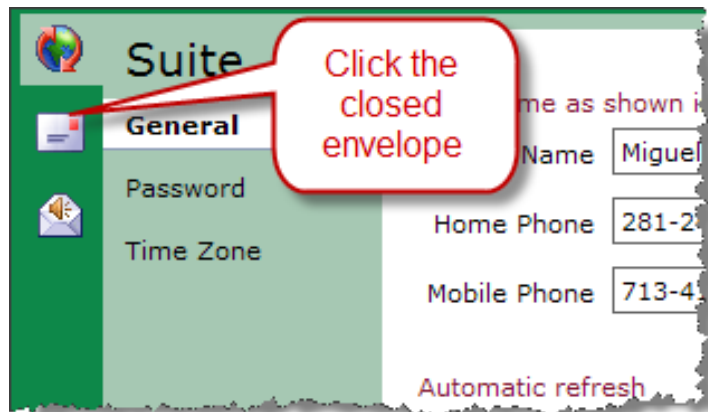
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A new window appears with the Email application. Look in the upper right hand corner and click on **Preferences**.



A new window appears. Click on the **closed envelope**.



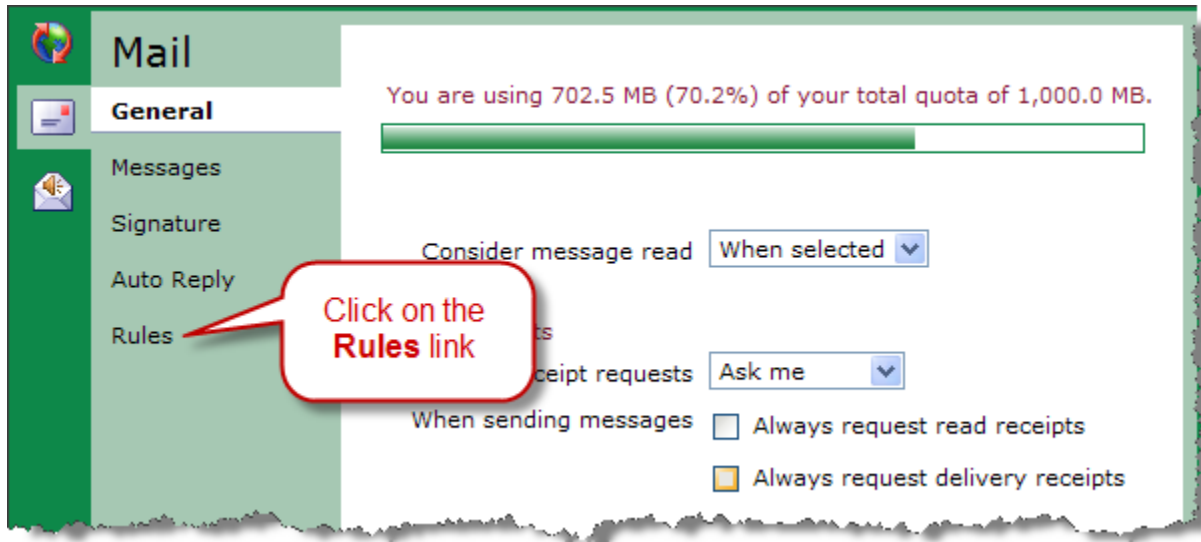
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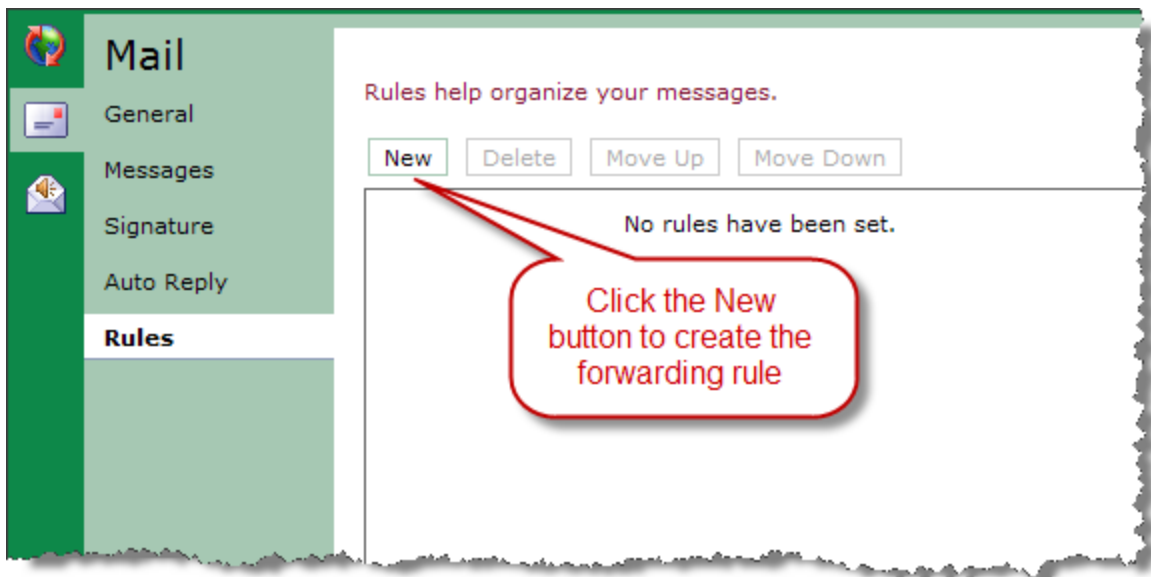
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The screen on that window changes to the following. Locate the **Rules** link and click on it.



Locate and click the **New** button to create the forwarding rule.



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Another popup dialog window appears. In the **Name** field enter "**Forward All**". Leave the **Event** dropdown field on "**When messages are delivered**". For **Matching**, select the **All** radio button. Under **Actions**, select from the dropdown "**Send a blind copy (Bcc) to**" and in the blank field to the right enter **your personal email** (from Yahoo, Hotmail, etc.). Check all the parameters and click **Ok**.

The screenshot shows a configuration dialog box for creating an email rule. The fields are as follows:

- Name:** Forward All
- Active:** Yes (selected)
- Event:** When messages are delivered
- Conditions:**
 - Matching:** All (selected)
 - Attribute:** Subject
 - Operator:** contains
 - Value:** (empty)
- Actions:**
 - Action:** Send a blind copy (Bcc) to
 - Value:** personalmail@hotmail.com

Red callout boxes provide instructions:

- "Enter 'Forward All'" points to the Name field.
- "Leave as is" points to the Event dropdown.
- "Select matching to All" points to the All radio button.
- "Select 'Send a blind copy (Bcc) to'" points to the Action dropdown.
- "Enter your personal email where you want to forward to" points to the email address field.

At the bottom, there are OK and Cancel buttons, with a red arrow pointing to the OK button.

Now all the email that you receive in your HBU account (username@hbu.edu) will be forwarded to your personal email account. If you want to disable Forwarding, just go to this last window, select the rule "**Forward All**", and change the Active status to **No** or **delete the rule**.

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Application Services
Aug/2009