How to Auto Forward E-Mail to a List of NMU E-Mail Addresses

These instructions use the 'deptmail' account as an example. Organizations can set up similar auto forwarding features using their own organization's account.

1. Under START
    a. All Programs
        i. Accessories
            1. Notepad

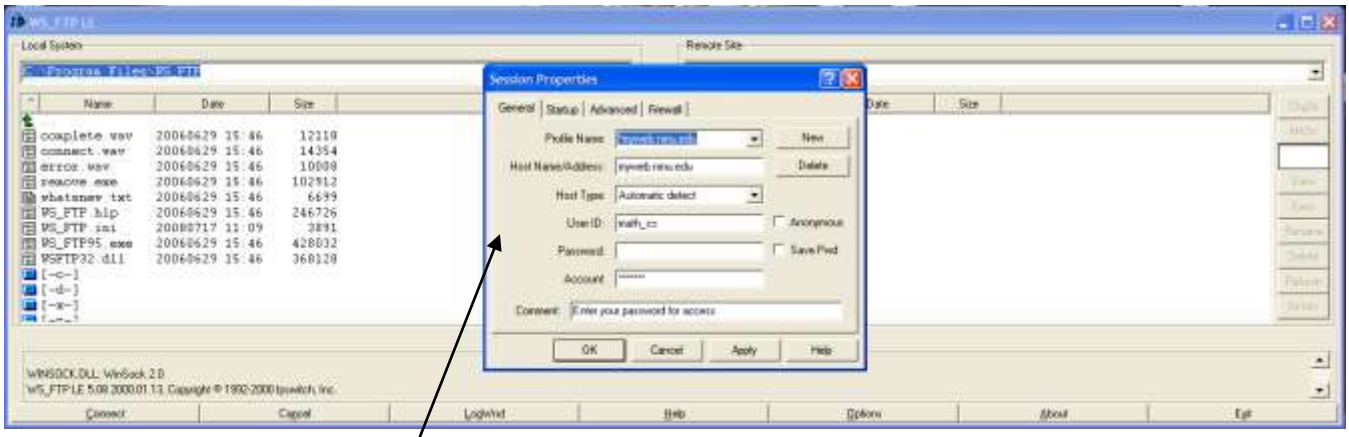
        Create a text file listing the NMU E-Mail addresses you want the mail to be forwarded to. Such as:

        jsmith@nmu.edu
        sjones@nmu.edu
        bbarker@nmu.edu

        Save to Desktop as deptmail.txt

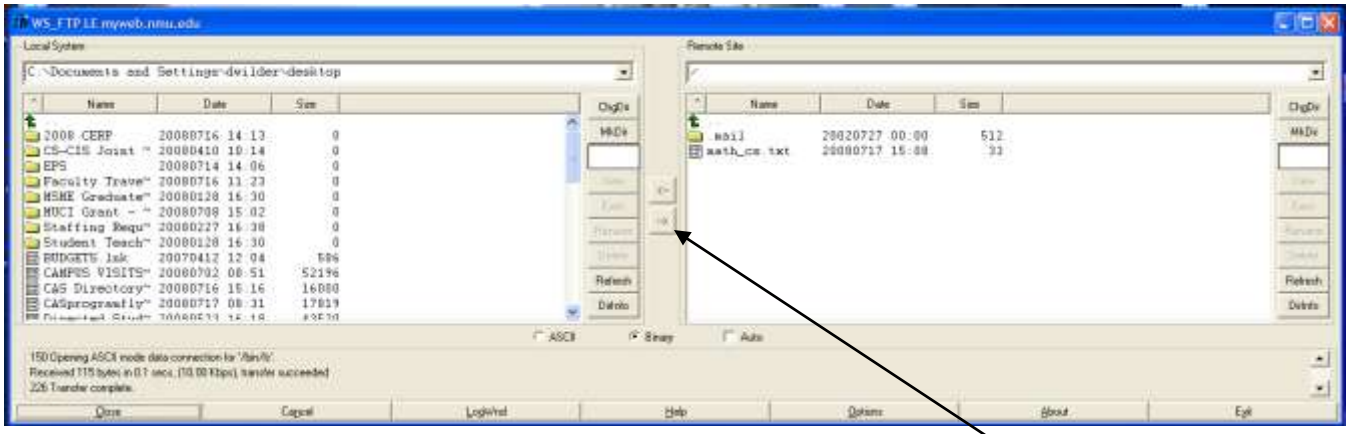
Using the WS-FTP program on an NMU computer, you can access the files on http://myweb.nmu.edu. The login would use the deptmail ID and password. The deptmail account has webspace at http://myweb.nmu.edu that can contain a text file such as deptmail.txt with the NMU E-Mail addresses that the mail will be forwarded to.

2. Under START
    a. All Programs
        i. WS_FTP



Profile Name: *myweb.nmu.edu
Host Name/Address: myweb.nmu.edu
Host Type: Automatic detect
User ID: deptmail
Password: (same as on myuser.nmu.edu/user)
Account: deptmail

Click: **OK**
(if it doesn't work try resetting password on myuser.nmu.edu/user.)



1. Once logged in, the files on your desktop are listed on the left side and the files on the server are listed on the right side.

   On the left side (desktop) highlight deptmail.txt that you created and click the arrow between the two sides to copy the file to http://myweb.nmu.edu.

   Close the WS-FTP program.

3. On the Internet go to http://MyUser.nmu.edu/user
   a. Login and go to:
      i. Options
         1. E-Mail Forwarding
            a. Set the forwarding to a list similar to:

               +deptmail:deptmail.txt

Test the mail to see if all accounts in the text file get the E-Mail message.