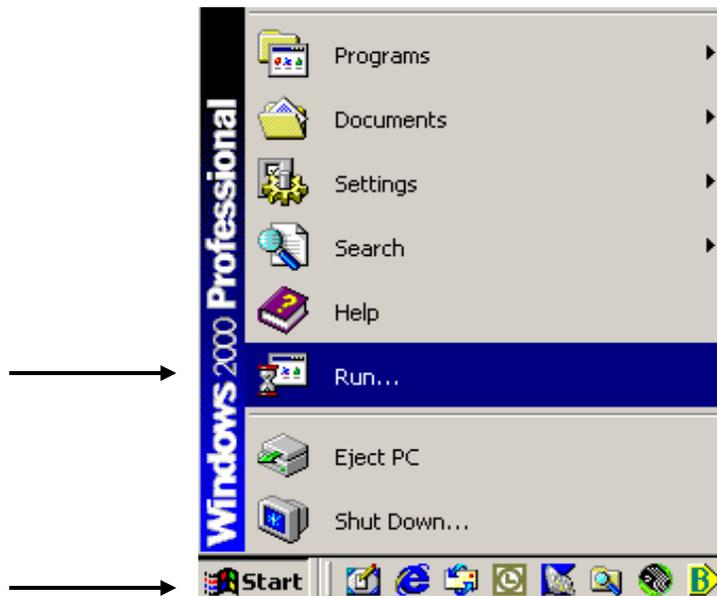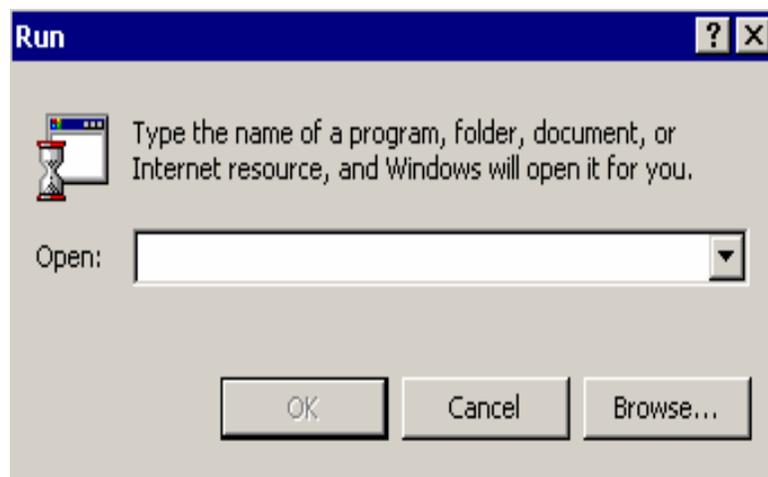# Forwarding Your SLU Email Account to Another Email Address
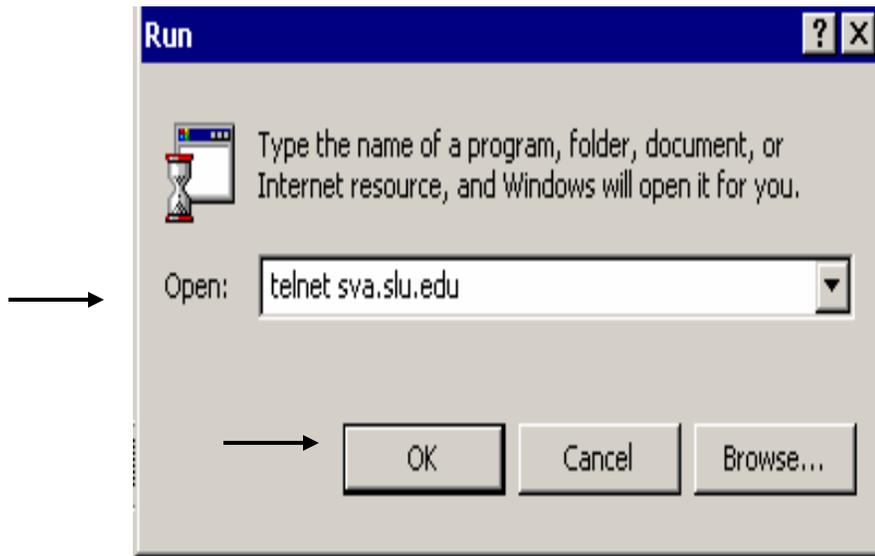
1. Click on **Start** (located in the lower left-hand corner of your screen), **Run:**

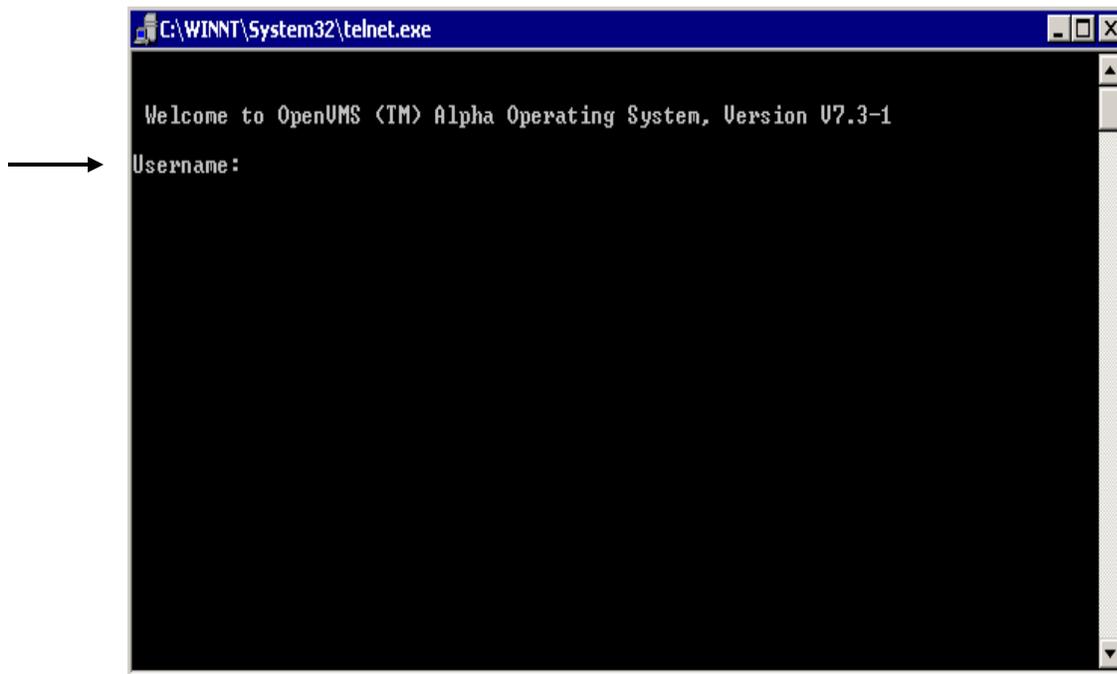

2. The **Run** window opens:

3. In the **Open** field, type **telnet sva.slu.edu** then click **OK**

Run

Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: telnet sva.slu.edu

OK   Cancel   Browse...

4. A **C:** system window opens and prompts you for your **Username** :

C:\WINNT\System32\telnet.exe

 Welcome to OpenVMS (TM) Alpha Operating System, Version V7.3-1
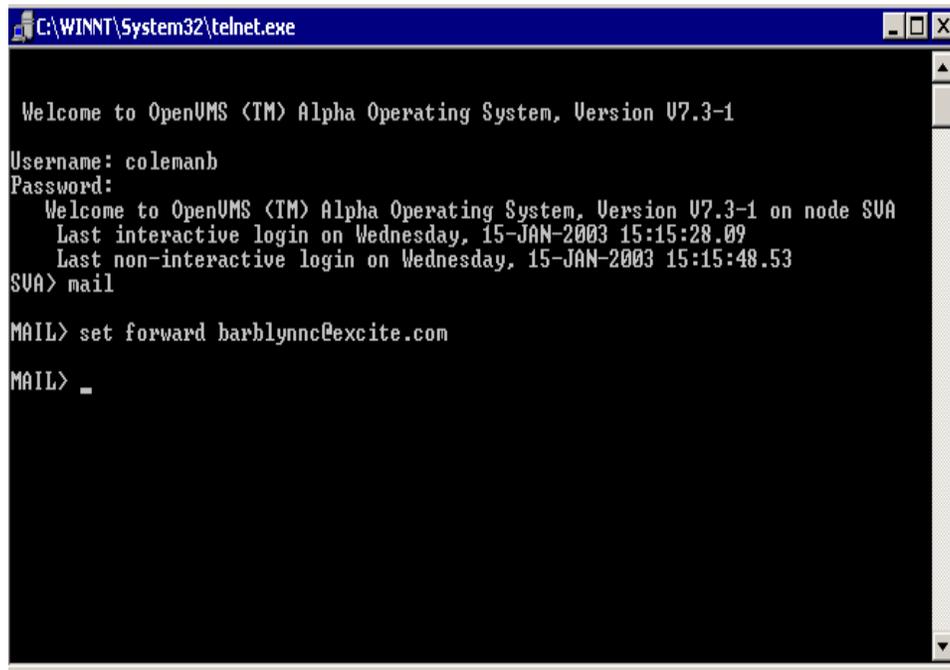
Username:

5. Enter your SLU Username and press **enter**. You are then prompted for your **Password**. Enter your password and press **enter**:
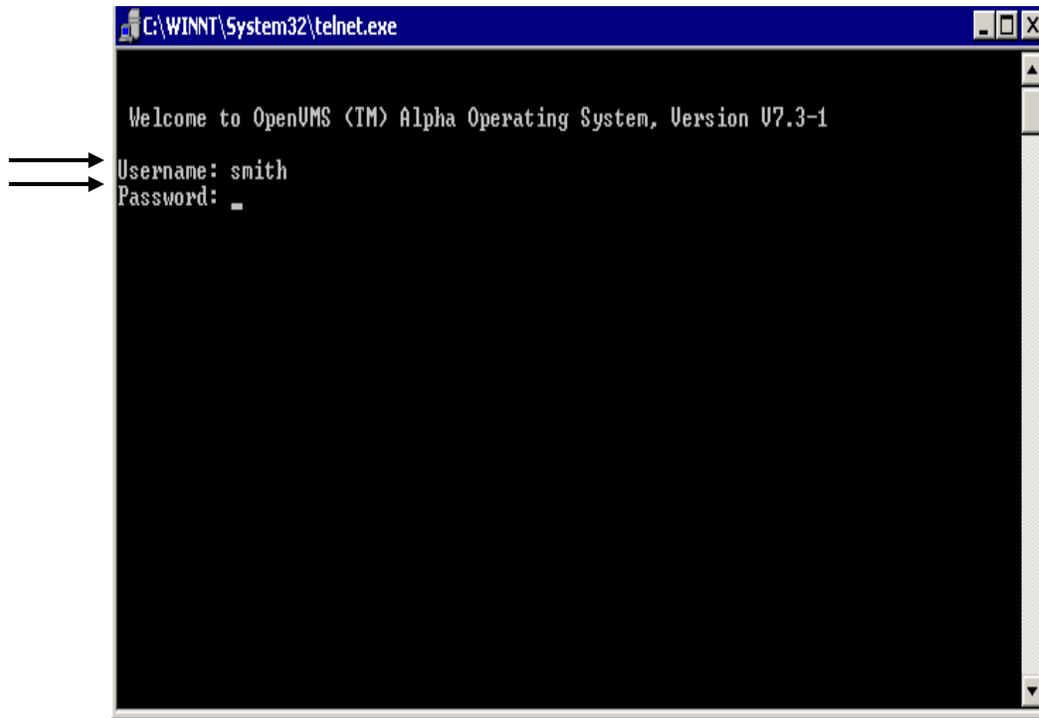
6. You will receive an **SVA>** prompt. At this prompt, type **Mail** and press **enter**. You now have a **MAIL>** prompt:
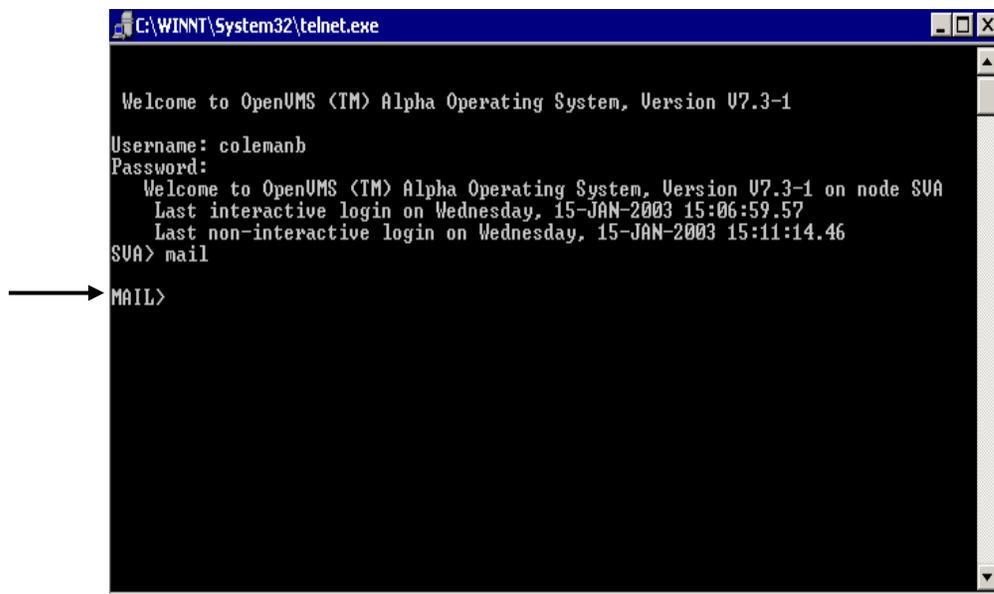
7. At the **MAIL>** prompt, type **set forward** followed by the complete address you to which want your SLU email to be forwarded. Press **enter**:
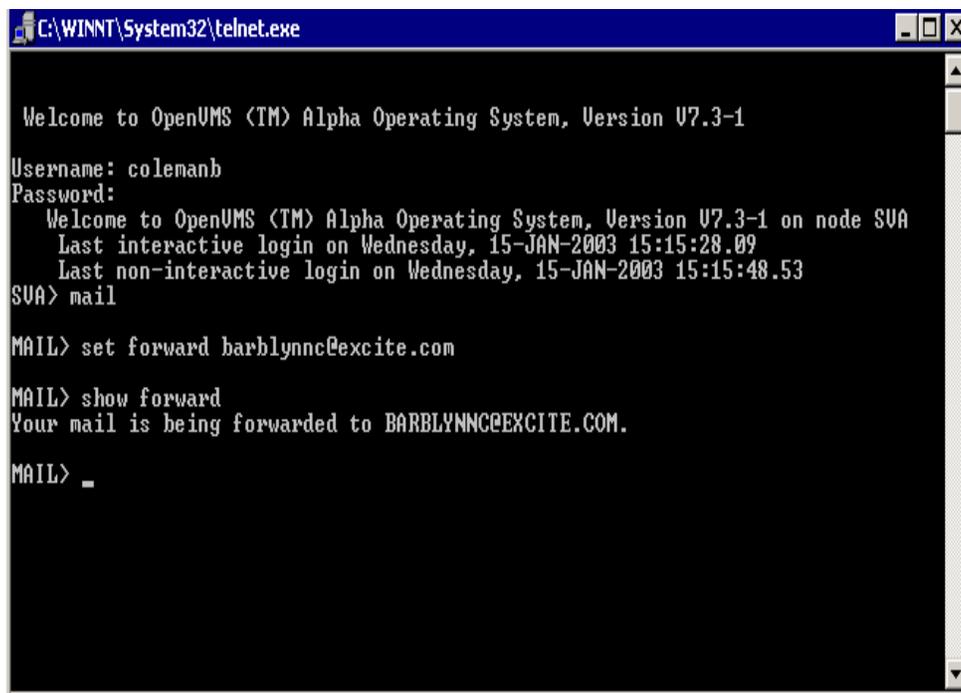

8. You are returned to the **MAIL>** prompt. To be sure you are now forwarding your mail, at the **MAIL>** prompt, type **show forward** and press **enter**. You'll receive a confirmation message telling the forwarding address:

9. At the **MAIL>** prompt, you may either type **EXIT** or press the **Ctrl** and **Z** key simultaneously. You are returned to the **SVA>** prompt. Type **LO** (this stands for Log Out) and the window disappears.

10. If you ever wish to cancel the forwarding of your SLU email to another account, just repeat steps 1-6. To reverse your forward at the **MAIL>** prompt (as seen in step 7), type **set noforward** and press **enter.** To see that your mail is no longer being forwarded, at the **MAIL>** prompt type **show forward** and press **enter**. You'll receive a confirmation message that the mail is not being forwarded:
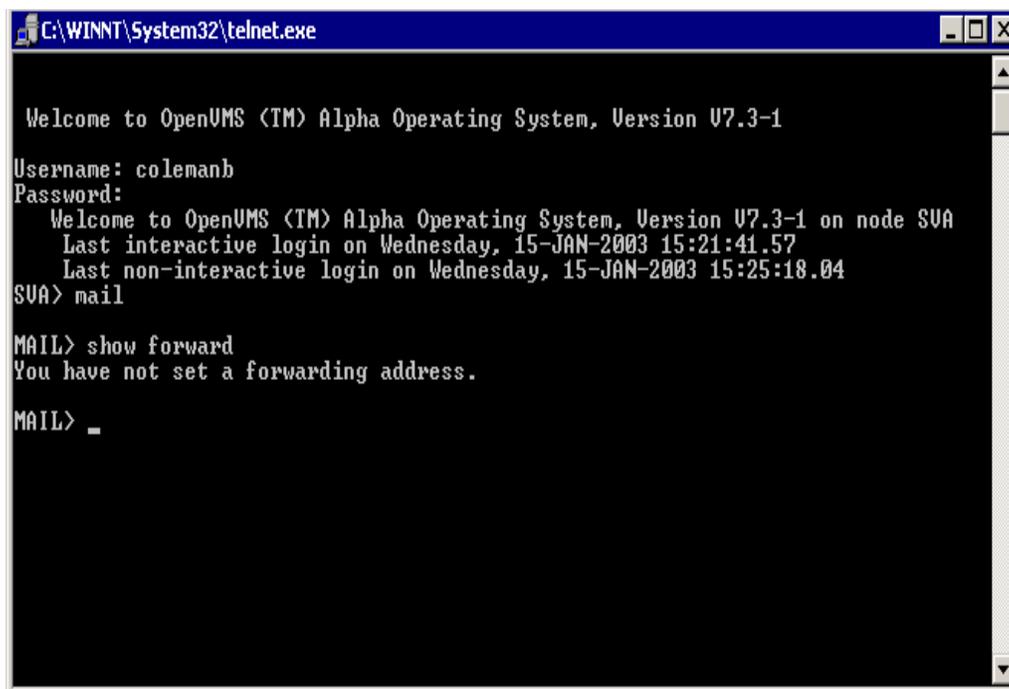
```
C:\WINNT\System32\telnet.exe                                    _ □ X

 Welcome to OpenVMS (TM) Alpha Operating System, Version V7.3-1

Username: colemanb
Password:
    Welcome to OpenVMS (TM) Alpha Operating System, Version V7.3-1 on node SVA
    Last interactive login on Wednesday, 15-JAN-2003 15:21:41.57
    Last non-interactive login on Wednesday, 15-JAN-2003 15:25:18.04
SVA> mail

MAIL> show forward
You have not set a forwarding address.

MAIL> _
```

At the **MAIL>** prompt, you may either type **EXIT** or press the **Ctrl** and **Z** key simultaneously. You are returned to the **SVA>** prompt. Type **LO** (this stands for Log Out) and the window disappears.

NOTE: if you have a private Internet Service Provider (ISP) and want *that* email to be forwarded to your SLU account, you'll need to contact your private provider and get instructions from them. We are unable to forward outside accounts into your SLU account for you—that must be done by your private provider (such as AOL.)

For assistance, please call the ITS Support Center at 977-4000.