Forwarding Your SLU Email Account to Another Email Address

1. Click on **Start** (located in the lower left-hand corner of your screen), **Run**:

![Start and Runwindow](image)

2. The **Run** window opens:

![Runwindow](image)
3. In the **Open** field, type `telnet sva.slu.edu` then click **OK**

![Image of Run dialog box with telnet sva.slu.edu entered]

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

![Image of telnet.exe window with Username field]

*Welcome to OpenVMS (TM) Alpha Operating System, Version 7.3-1*

*Username:*
5. Enter your SLU Username and press **enter**. You are then prompted for your **Password**. Enter your password and press **enter**:

```
Welcome to OpenUMS (TM) Alpha Operating System, Version U7.3-1
Username: smith
Password: _
```

6. You will receive an **SVA>** prompt. At this prompt, type **Mail** and press **enter**. You now have a **MAIL>** prompt:

```
Welcome to OpenUMS (TM) Alpha Operating System, Version U7.3-1
Username: colemab
Password: _
Welcome to OpenUMS (TM) Alpha Operating System, Version U7.3-1 on node SVA
Last interactive login on Wednesday, 15-JAN-2003 15:46:52.57
Last non-interactive login on Wednesday, 15-JAN-2003 15:46:52.46
SVA> mail
MAIL>
```
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**:

![Image of telnet window showing set forward command]

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:

![Image of telnet window showing show forward command and confirmation message]
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:

   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.