

## Auto-forward of Notification E-mails Process:

1. Log into the MarketPlace Administrative client and navigate to the *Edit My Profile* link at the bottom of the left navigation panel.
2. The Update Profile screen is displayed.
3. Update the profile e-mail address to a group e-mail, if available. If a group e-mail address is not available enter the e-mail address that notification e-mails should be sent to.

### Update Profile

Welcome, Dominic Williams! From this page you can update your contact information, change your password, and an order is placed.

#### Profile Information

First Name:	<input type="text" value="Dominic"/>	*
Last Name:	<input type="text" value="Williams"/>	*
E-mail Address:	<input type="text" value="mktplace@oakland.edu"/>	*
Phone Number (day):	<input type="text"/>	
Phone Number (mobile):	<input type="text"/>	
Phone Number (night):	<input type="text"/>	

4. Click the *Update Profile* button to save changes to the Profile Information section.

**Update Profile**

5. Check the checkbox corresponding to the store that you want to receive notification from via e-mail when an order is placed.

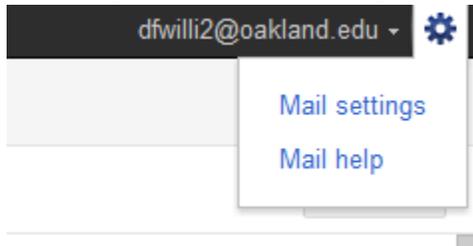
I would like to receive an email when an order is placed from the following store(s):

<input checked="" type="checkbox"/> OU Music Preparatory Division
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6. Click the *Update Notifications Settings* button to save changes to the notification section.

**Update Notification Settings**

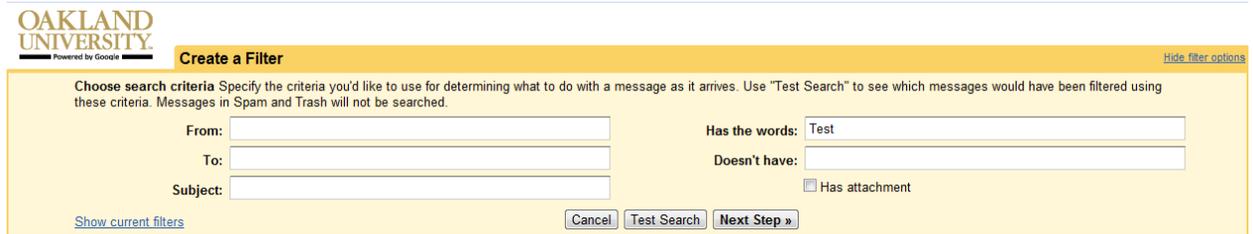
7. Login into [webmail.oakland.edu](http://webmail.oakland.edu) using the NetID and password for the e-mail account you updated your MarketPlace profile with.
8. First you need to verify that the forwarding address is available in the *Forwarding it to* drop down menu.
9. To verify this: Click on the options wheel and select mail settings.



Then select the filter tab.



10. Enter Test in the *Has the words* field.



11. Click the *Next Step* button.



12. Verify that the e-mail address you want to forward the e-mail to is listed in the **Forward it to** drop down menu.

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### Create a Filter

**Choose action** - Now, select the action you'd like to take on messages that match the criteria you specified.  
When a message arrives that matches the search: **Test**, do the following:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label...
- Forward it to: mktplace@oakland.edu [Manage your forwarding addresses](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important

Note: old mail will not be forwarded

[Show current filters](#)

13. If the desired users' e-mail address does not appear in the drop-down menu, click the **Manage your forwarding addresses** link.

14. On the Forwarding and POP/IMAP tab click **Add a forwarding address**.

**Settings**

[General](#) [Labels](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Web Clips](#) [Inbox](#) [Themes](#)

**Forwarding:**

- Disable forwarding
- Forward a copy of incoming mail to dom12348@gmail.com (in use) and keep Oakland University Mail's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

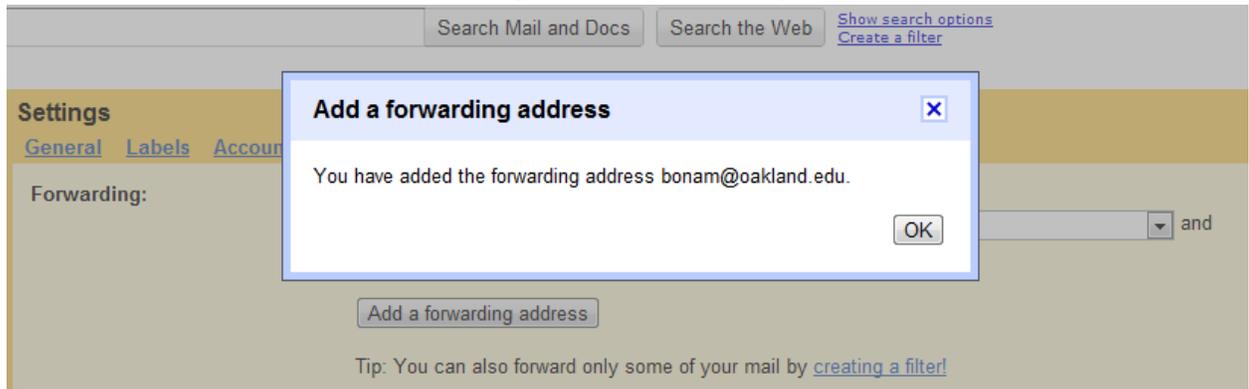
15. Enter the forwarding address and click **Next**.

**Add a forwarding address**

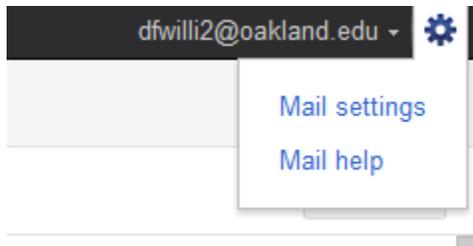
Please enter a new forwarding email address:

bonam@oakland.edu

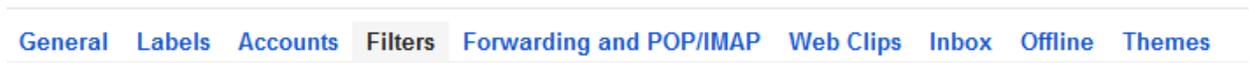
16. Confirmation is received that forwarding address successfully added.



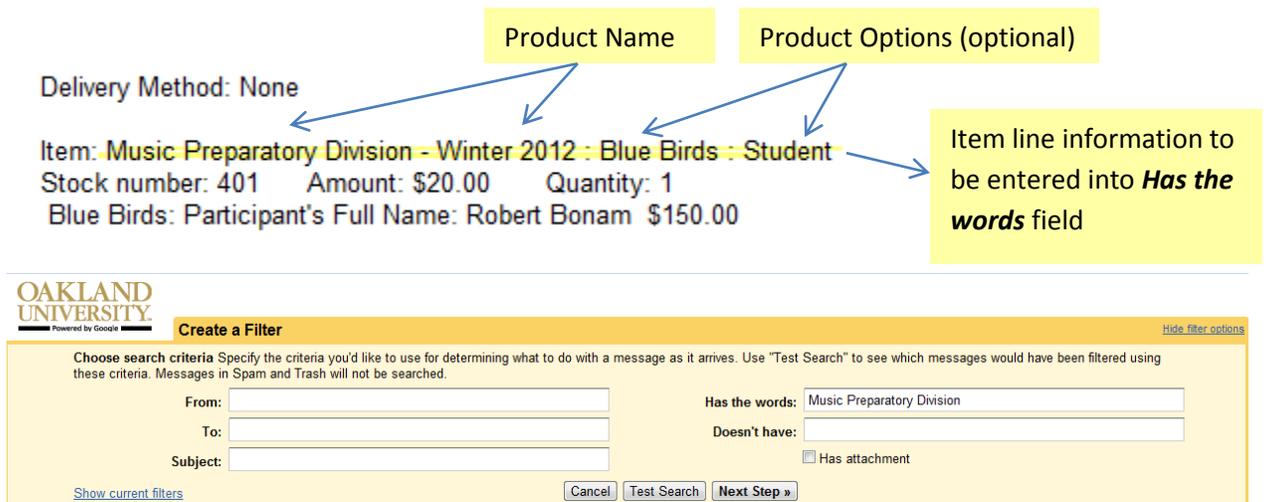
17. Click on the options wheel and select mail settings.



Then click the filter tab.



18. In the **Has the Words** field enter the **Product** name (partial is ok) as it appears in the item line of the notification e-mail.



19. Click the **Next Step** button.

Next Step »

20. Check the following option from the Create a Filter list. ***Skip the Inbox (Archive it)***, ***Apply the label*** and ***Forward it to***.

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### Create a Filter

Choose action - Now, select the action you'd like to take on messages that match the criteria you specified.  
When a message arrives that matches the search: test, do the following:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Choose label...
- Forward it to: dfwilli2@oakland.edu [Manage your forwarding addresses](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important

Note: old mail will not be forwarded [Show current filters](#)

21. Click on the drop-down menu for the ***Apply the label*** option and select the appropriate label. If no label exists select ***New Label*** and create the appropriate label.

Apply the label: Choose label...

Forward it to: mktplace@oakland.edu [Manage your forwarding addresses](#)

Delete it

Never send it to Spam

Always mark it as important

Never mark it as important

**New Label**

Please enter a new label name:

Music Prep Division

Nest label under:

Search results for:from:(carmu+test)

- ☆ carmu+test
- ☆ carmu+test
- ☆ carmu+test

Inbox Order Confirmation (#10/8) - ... have received your order. For questions

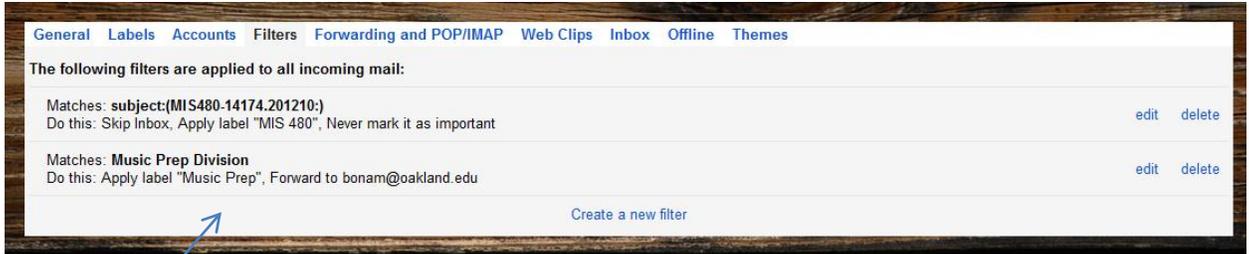
22. Click on the ***Forward it to*** drop-down menu and select the user that the e-mail should be forwarded to.

Forward it to:  [Manage your forwarding addresses](#)

23. Click the *Create filter button*.

[Create Filter](#)

24. Verify that the filter was successfully created by checking to see if the filter is visible under the filter tab.



**Newly created e-mail filter**