

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.

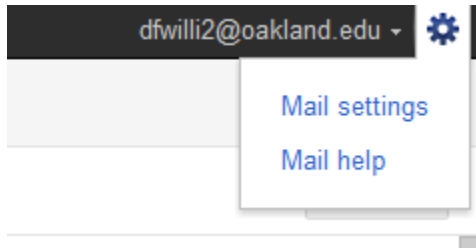
I would like to receive an email when an order is placed from the following store(s):

<input checked="" type="checkbox"/> OU Music Preparatory Division

6. Click the *Update Notifications Settings* button to save changes to the notification section.

Update Notification Settings

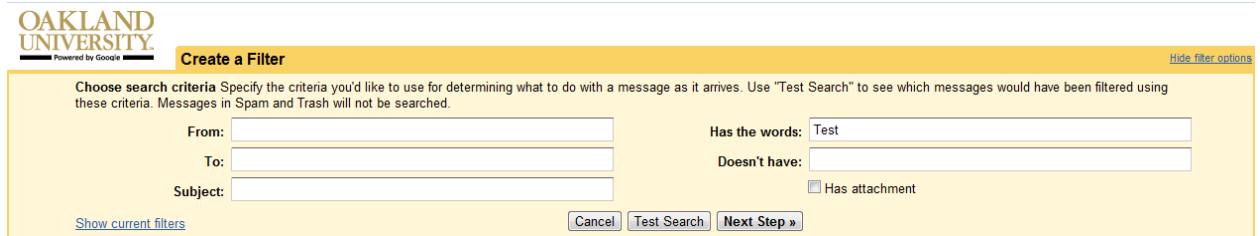
7. Login into webmail.oakland.edu using the NetID and password for the e-mail account you updated your MarketPlace profile with.
8. First you need to verify that the forwarding address is available in the **Forwarding it to** drop down menu.
9. To verify this: Click on the options wheel and select mail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



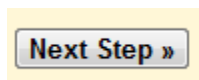
Then select the filter tab.



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 and

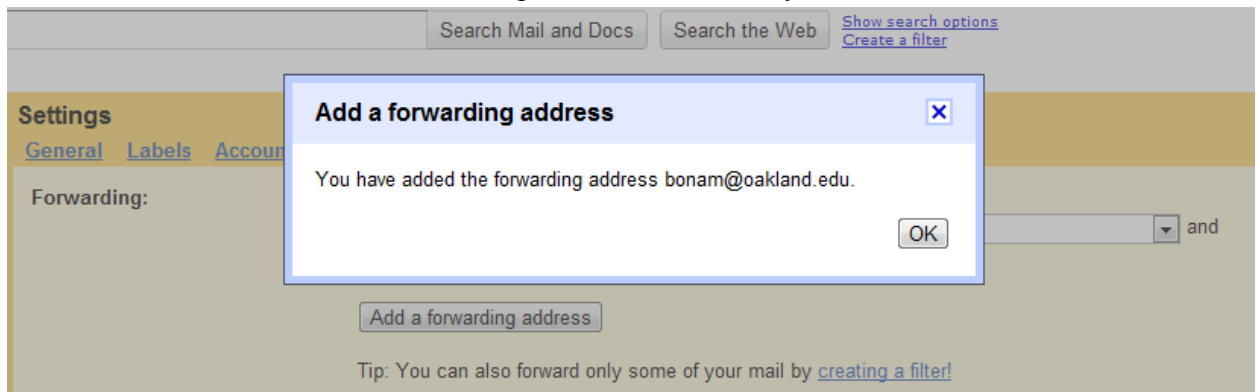
Tip: You can also forward only some of your mail by [creating a filter!](#)

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

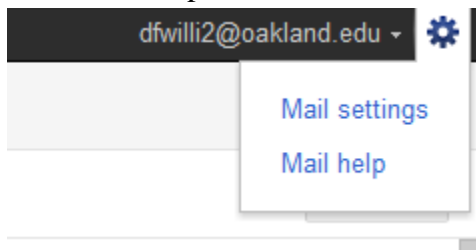
Add a forwarding address

Please enter a new forwarding email address:

16. Confirmation is received that forwarding address successfully added.



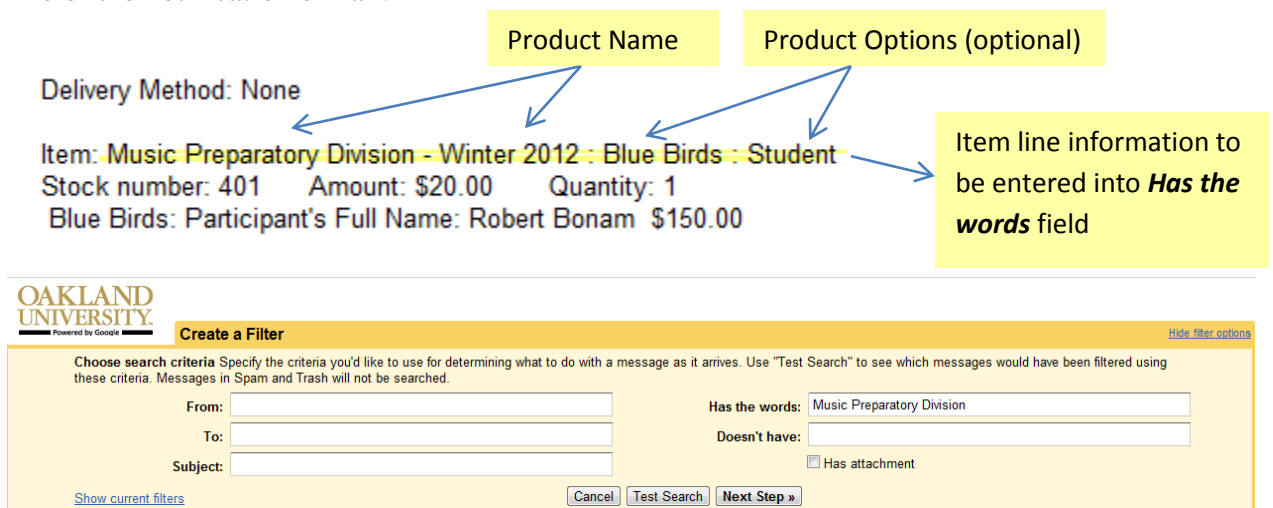
17. Click on the options wheel and select mail settings.



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

[Show current filters](#)

New Label

Please enter a new label name:

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

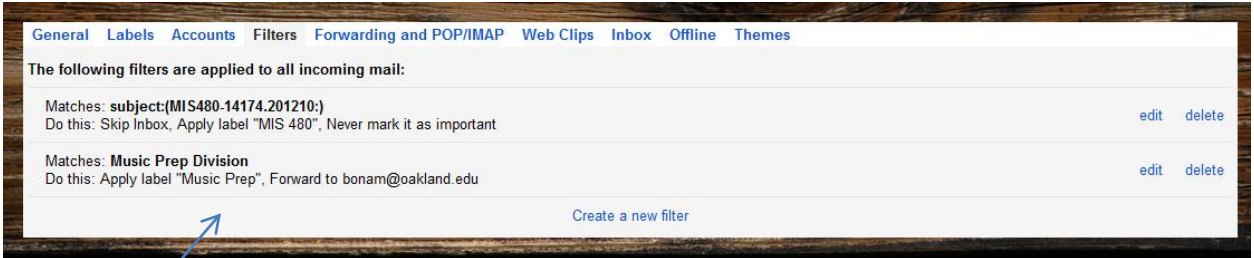
22. Click on the *Forward it to* drop-down menu and select the user that the e-mail should be forwarded to.

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