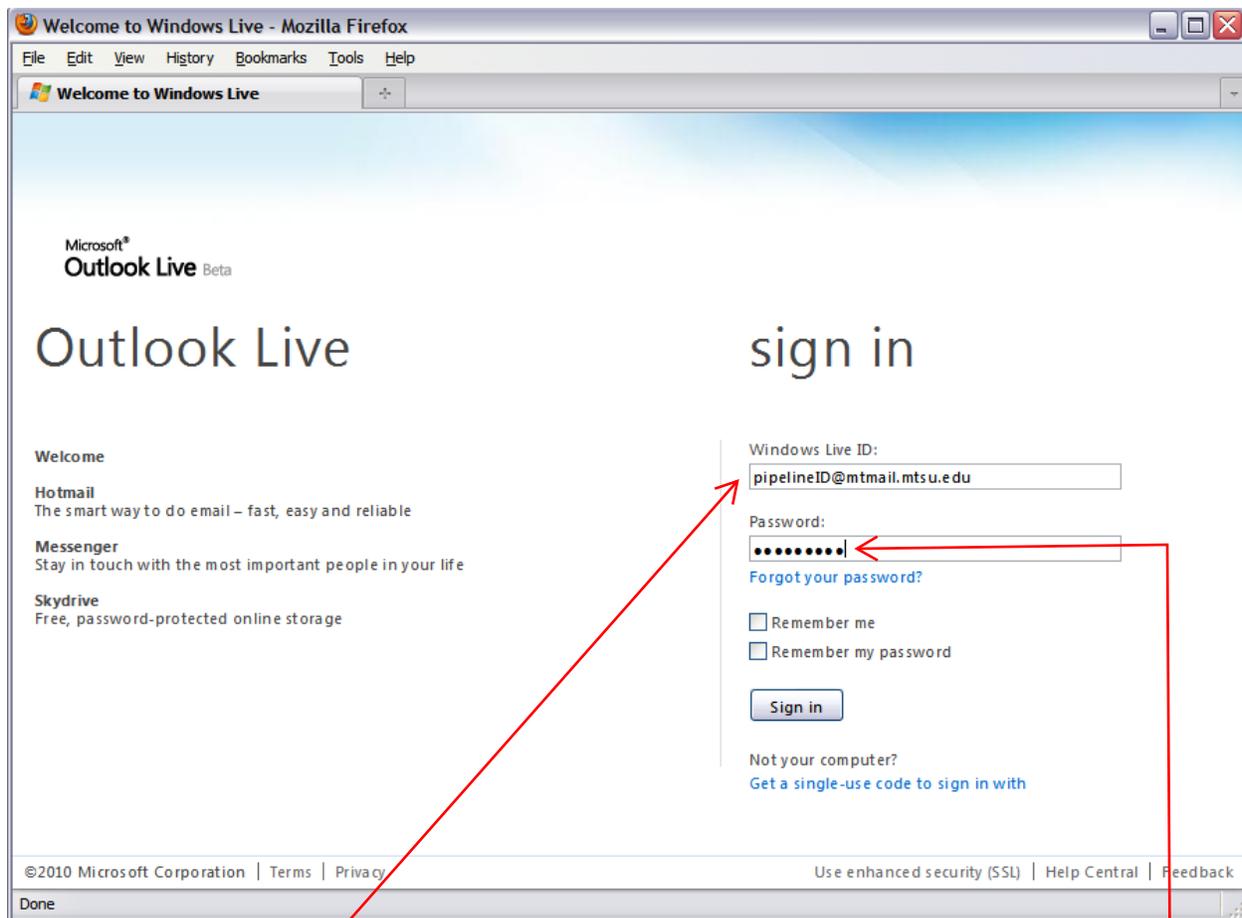


How to Avoid Using *MTMail*

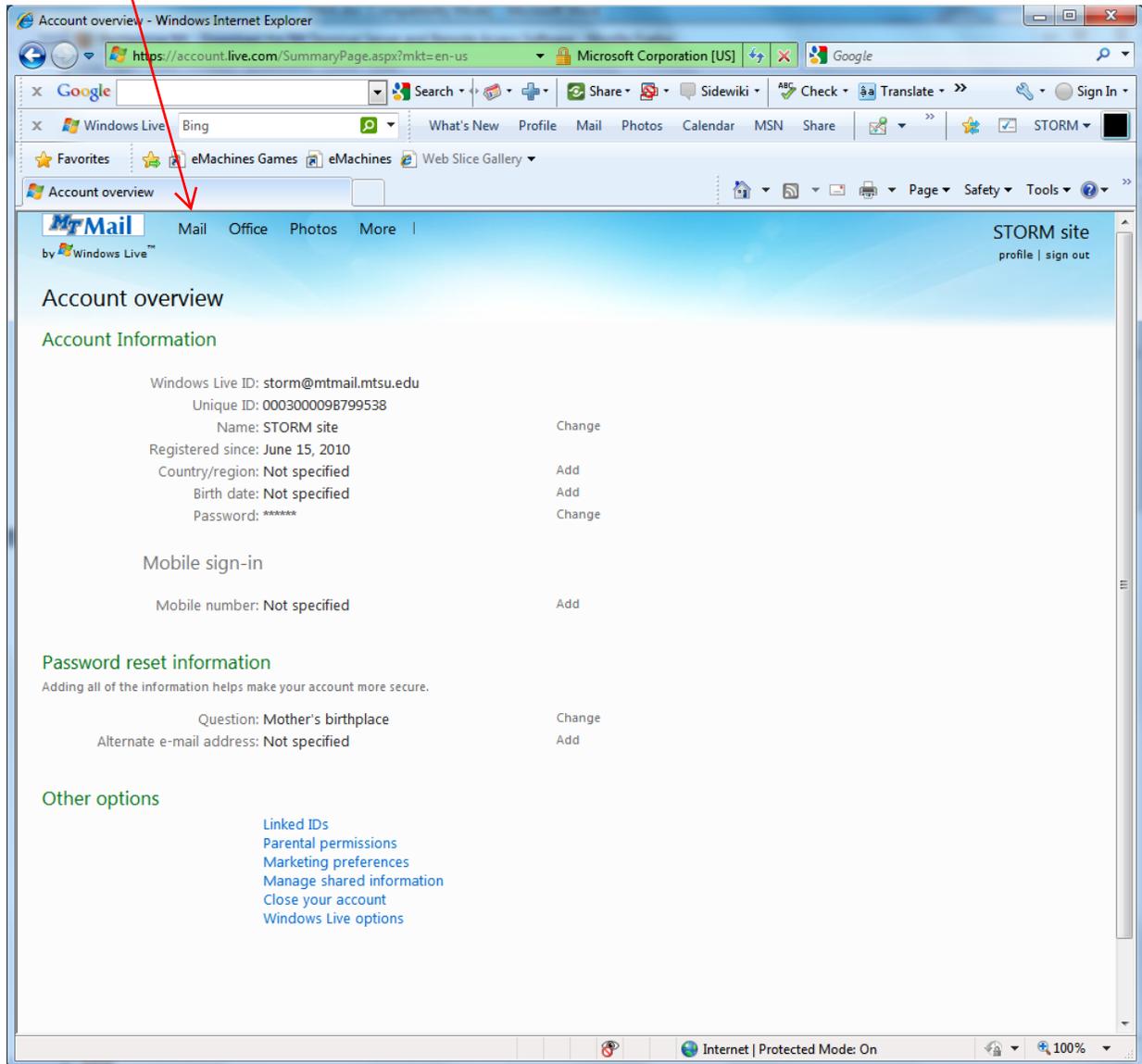


Logging on to *MTMail*: Go to web site www.outlook.com to find the “sign in” page. It will resemble the following:

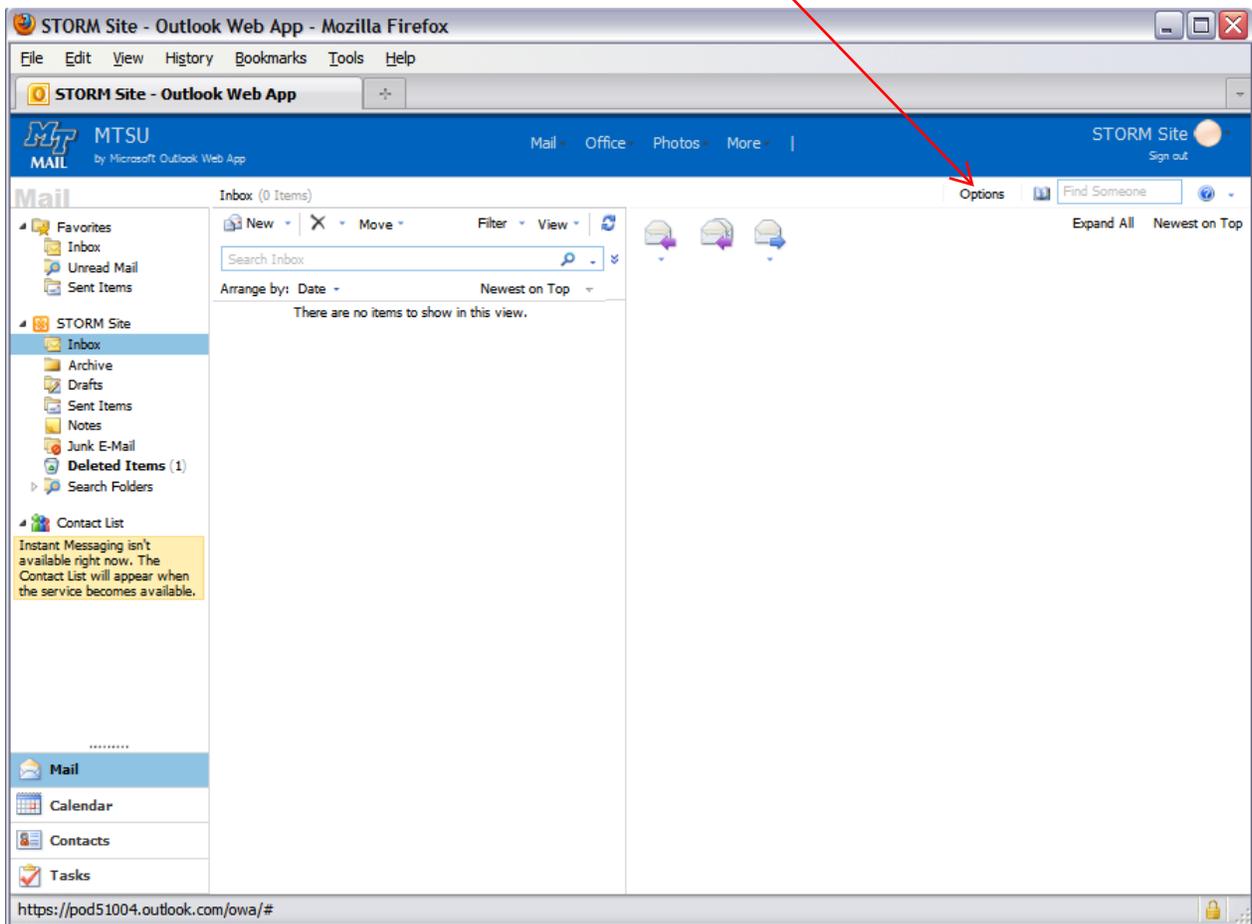


- The “**Windows Live ID**” is your *PipelineMT* username followed by “@mtmail.mtsu.edu”. Example: *zzz2h@mtmail.mtsu.edu*
- The “**Password**” initially is your *M-number*; include the capital “**M**”. Example: *M00345678*

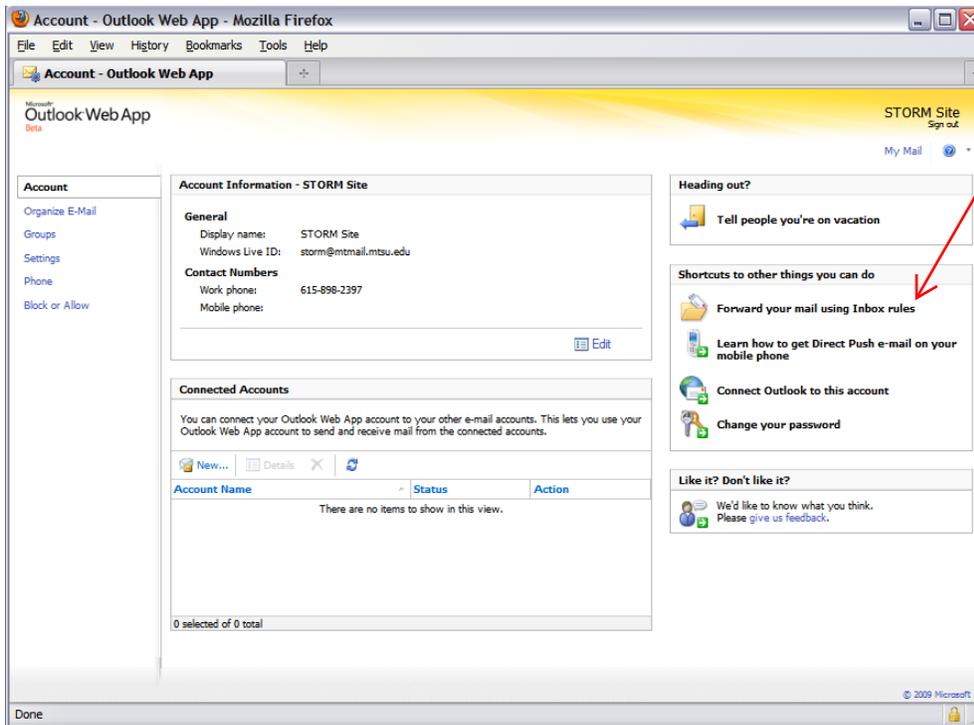
If you successfully log in, you sometimes get the following “Account overview” screen; if so, review the entries and make changes as needed. When done, use the “Mail” link to get to the “Mail” page.



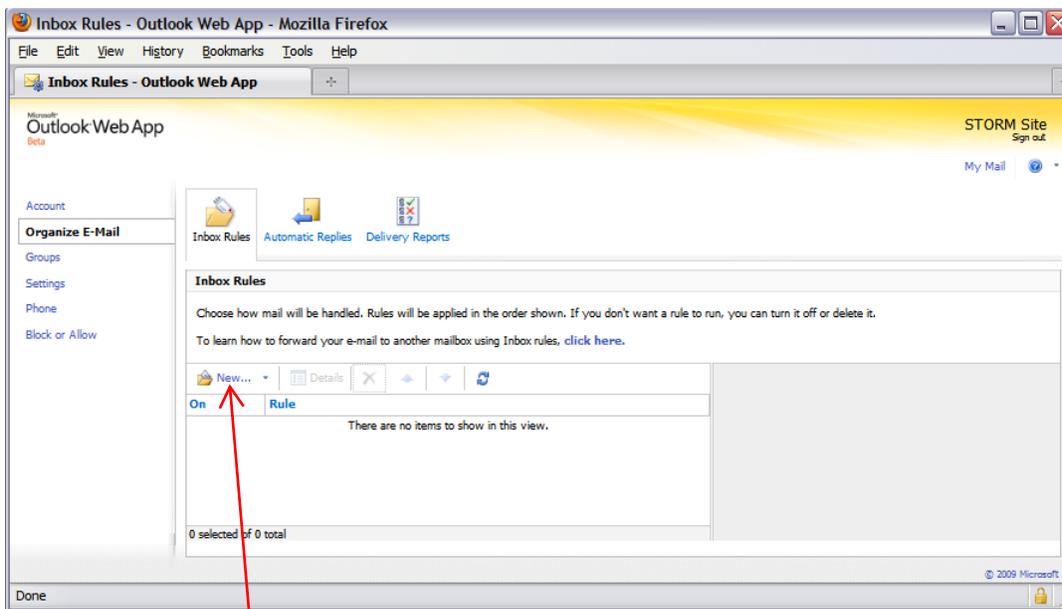
The “Mail” page resembles the following and permits you to read and manage your e-mail. However many people will want to redirect their e-mail to another e-mail system (such as Gmail or Hotmail) that they regularly use. To redirect your e-mail to another system, first select the “Options” link.



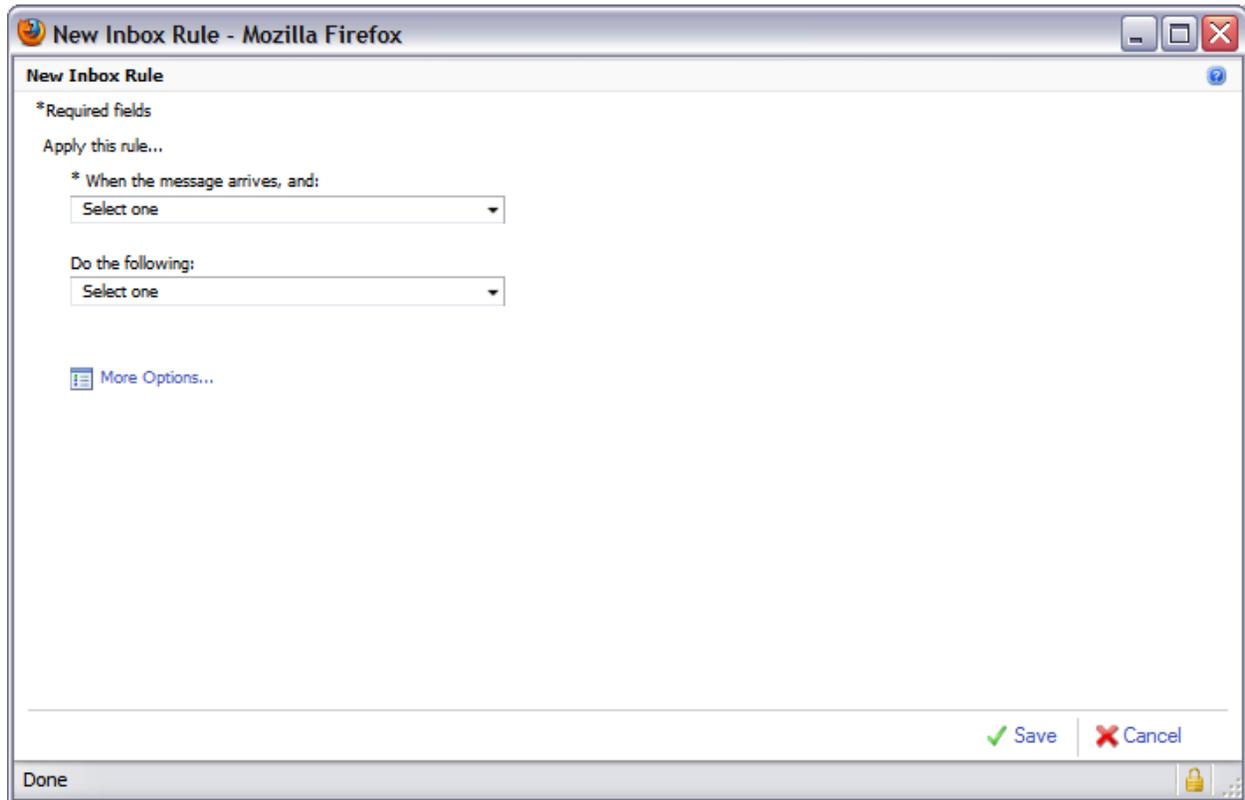
The “Options” link will bring up a page resembling the following screen. Follow the link on the right-hand-side labeled “Forward your mail using Inbox rules”.



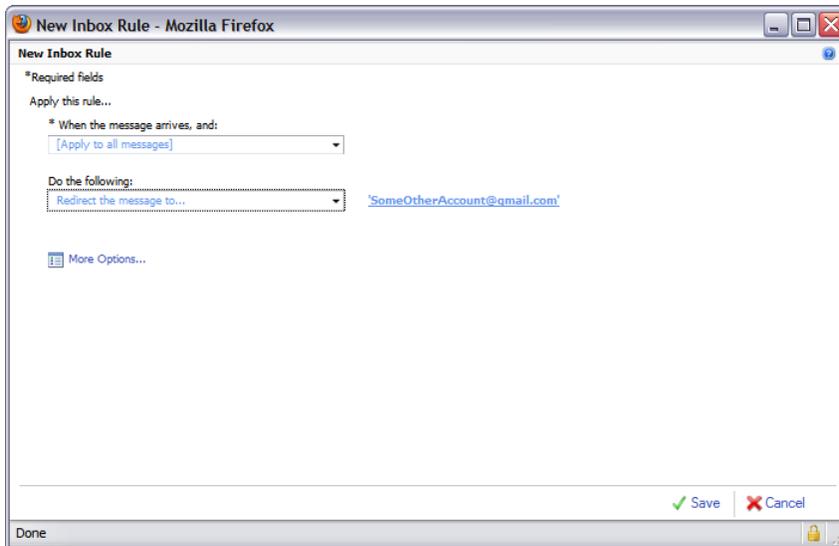
To get to this screen:



It is from this screen, by establishing e-mail handling rules, that we arrange to redirect our e-mail. Suppose we would like ALL of the e-mail sent to our MTMail account to be sent to another account **and** that no copies remain on our MTMail account. Click the “New...” button and you will be presented with a screen that looks like this:



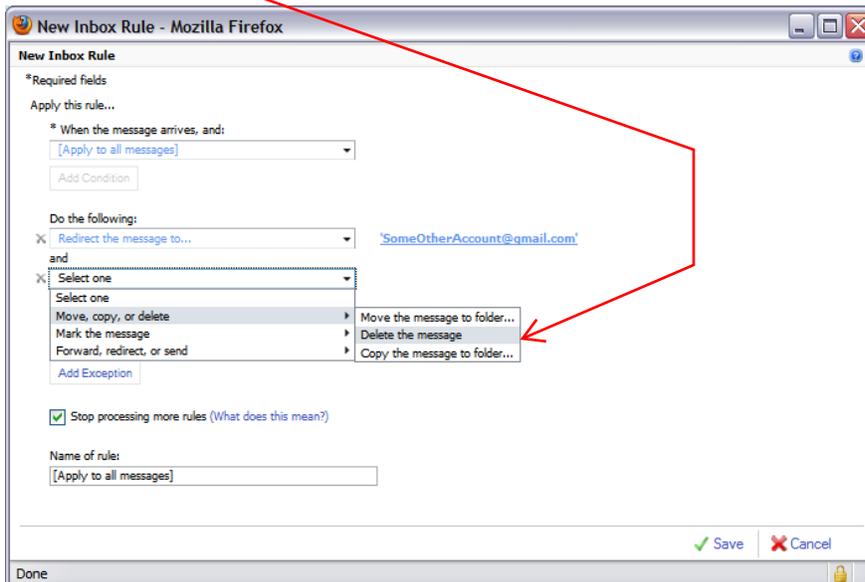
We must set up TWO rules. First rule---“*When the message arrives, and:*”, we select the option “[**Apply to all messages**]”; for “*Do the following:*”, we select the option “**Redirect the message to...**” whereupon the system will prompt you for an e-mail address. Look near the bottom of the resulting pop-up screen for a place to enter your target e-mail. Say we entered SomeOtherAccount@gmail.com, then once we’ve completely entered the first rule, the screen will have changed to:



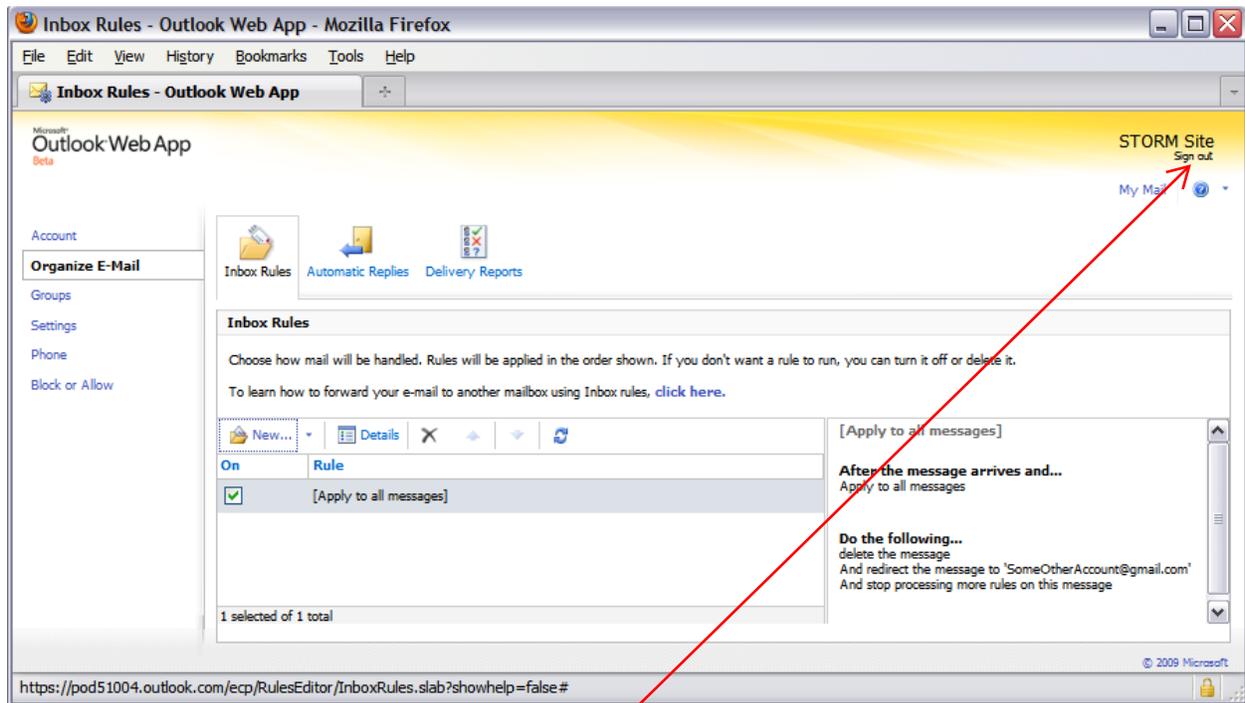
(Don't forget to enter **OK** or **Cancel**, as needed.)

We are not done. We need to enter a second rule to remove copies of the forwarded e-mails from the *MTMail* system; if we do not, they will take up storage. (Note: You have a fair amount of storage on the MTHMail system, so this next step is not critical. However, sooner or later you WILL fill up your system if you don't remove the old e-mails, so let's take care of it via this next rule.)

Click on the “[More Options...](#)” link. This will bring up additional buttons. Click on the “[Add Action](#)” button and then select “[Move, copy, or delete](#)” and then select “[Delete the message](#)” as illustrated:



When done, use the “[Save](#)” button to lock in your rules. You will be asked to confirm, you may enter “[Yes](#)”. If all has gone well, you will have a screen like:



You are now done; click the “[Sign out](#)” link in the upper right-hand corner.