

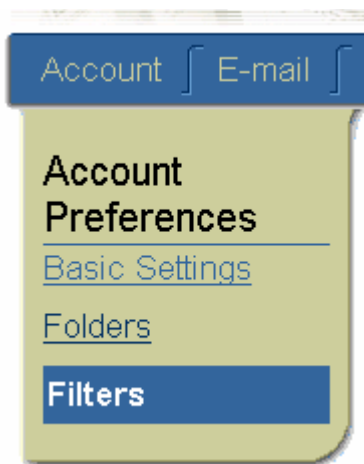
Forward and Delete OCS Mail


1. Log onto the Collaboration Suite Email web mail client through StarPort.
2. Once in the web email client, click on the Preferences button at the top of the screen.



[Preferences](#)

3. Once in the preferences screen, click on the link for Filters. It is on the left hand side of the screen.



4. On the Filters screen, click  Create
5. On the Filters Create screen,
 - a. Give the filter a name. (example: Forward Email)
 - b. Set Event Type to Deliver (May be the default setting)
 - c. Under Conditions, select the radio button for Matching All
 - d. Under Conditions, set Attribute 1 to **Sent Date**
 - e. Under Conditions, set Operator to **Since**
 - f. Set Value to yesterday's date. (Using the calendar button next to this field assists in getting the date format correct)



- g. Under Actions, set Command 1 to **Send a blind copy to**
- h. Under Actions, set email address to the address you want your mail forwarded to.
- i. Under Actions, Click the More button

Actions

Command 1	E-mail Address
Send a blind copy to	example@email.lcc.edu

More

Submit

- j. Under Actions, set Command 2 to Delete
- k. Carefully verify that you have entered all data correctly. Be sure that the (Send blind copy is Command 1) and (Delete is Command 2). This process will send your email to whatever account you have specified under the Actions email address, and then delete the email from your collaboration suite account.

Filters: Create

Property

Filter Name: Forward e-mail Active: Yes

Event

Event: Deliver

Conditions

Matching: all any of the following

Attribute 1	Operator	Value
Sent date	since	08/11/03

Actions

Command 1	E-mail Address
Send a blind copy to	example@email.lcc.edu
Command 2	
Delete	

Submit

- l. If you choose not to perform command 2, you will need to check your Collaboration Suite email on a regular basis to prevent going over your quota. If you go over your quota, the system will not process your email until you have gone back under quota.

- m. Click the Submit button

6. The next screen will give you a confirmation that you have successfully created the filter.
7. Please be aware that any email that has already been delivered to your account will not be effected by this filter. You will need to manually delete it.
8. Log out and you are finished creating the filter to forward and delete your email from Oracle Collaboration Suite email.