Stirling and Clackmannanshire Education Service

20#20 Excellence in Learning Technology

A 5-Year Ambitious, Aspirational and Achievable ICT Strategy

Know Your Glow – Email Migration

1. How to forward email from Groupwise to Glow O365 Outlook

This help sheet shows how to create a forwarding rule using the web version of Groupwise

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Why do this?

In order to start using Glow Office 365 email, you want to be confident that any emails sent to your existing Groupwise email account will still reach you. Creating a forwarding rule is like asking the Post Office to redirect your mail to a new address for a short period of time after you move home.

What else do I need to know?

To do this, you will need to know your new Glow username, and Glow email address. In almost all cases, your new Glow username will be in the same format as your Groupwise username and the email domain will be @glow.sch.uk

e.g. smithj01s@stirling.gov.uk will have a Glow email address of smithj01s@glow.sch.uk

What are the steps?

1. Log in to Groupwise as normal

2. Click on the cog icon at the top right hand corner of the screen
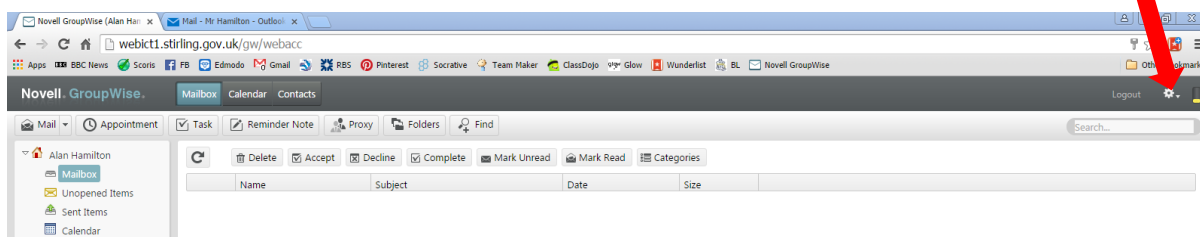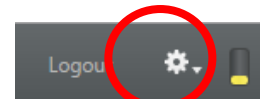
Improving Life Through Learning

20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.
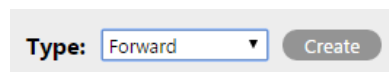
3. Choose Options
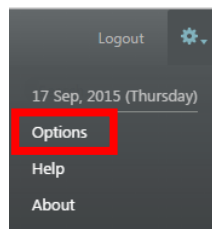
4. Click Rules

5. Select Forward from the drop-down menu of the Type field, then click Create

Type: Forward ▼ Create

6. Type a name in the Rule name field, such as **Forward to 0365**

① Rule name: Forward to 0365

Define Optional Condition- If a condition is not defined, this rule will apply to all new messages.

If ▼ ▼

then, do the action defined below

7. Type your new 0365 email address (your glow username + @glow.sch.uk) in the To: box eg: hamiltona06s@glow.sch.uk

You can leave all other boxes blank

Define Action- Define the action you want to occur when this rule is run.

To:
hamiltona06s@glow.sch.uk   Address Selector
② CC: BC:

Subject:

Message:

8. Click Save

③ Save   Cancel

9. You will receive a warning message – it is ok to just click OK!

The page at webict1.stirling.gov.uk says:

You have not defined a rule condition. If a condition is not defined, this rule will apply to all new messages that are received. Select 'OK' to save the rule. To define a condition, select 'Cancel'.

OK   Cancel
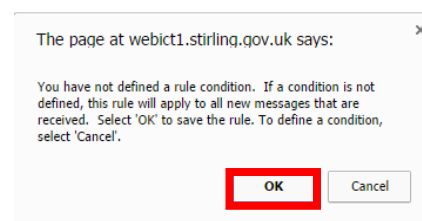
10. Test your new forwarding rule – send a test email to your Groupwise address and check that it arrives safely into your Glow Outlook Email.

➤ *Now setup another rule (called a Vacation Rule) to tell people that your email address has changed.*

➤ *See* Helpsheet - 2. How to create a rule to inform others of your new email address

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