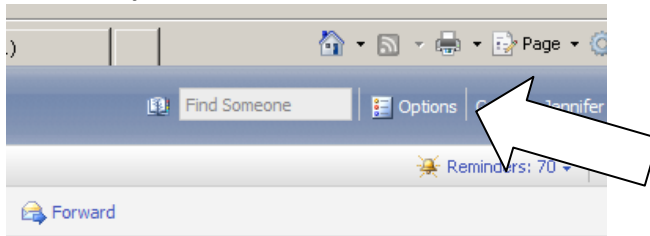


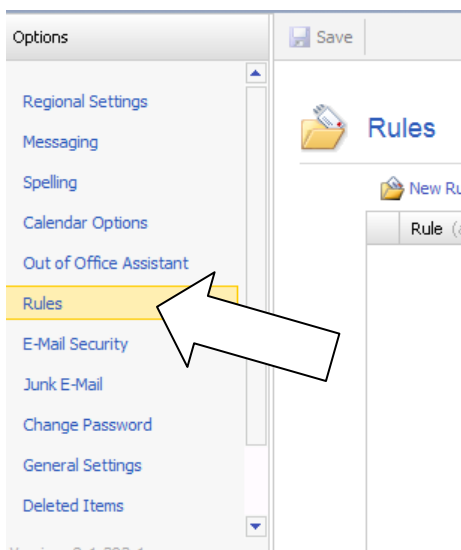
Forward your CMS E-Mail to Gaggle

You can set your account to delete the message from within the inbox, but forwarded messages will populate in your sent box and should be deleted periodically.

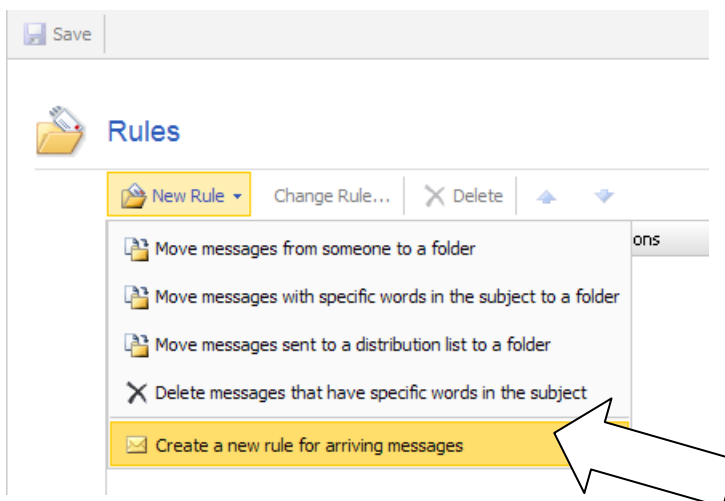
1. *Open Internet Explorer and Log into your CMS email*
2. **Click on *Options***



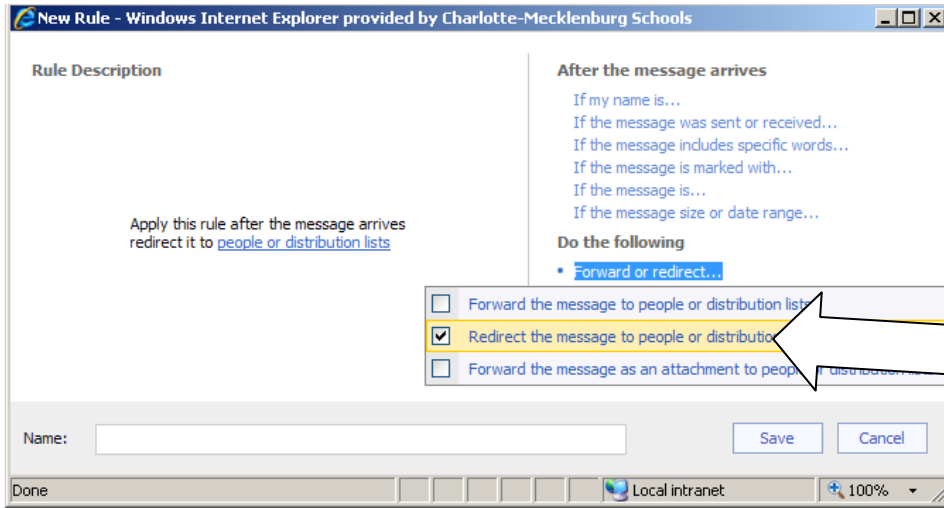
3. **Click on *Rules***



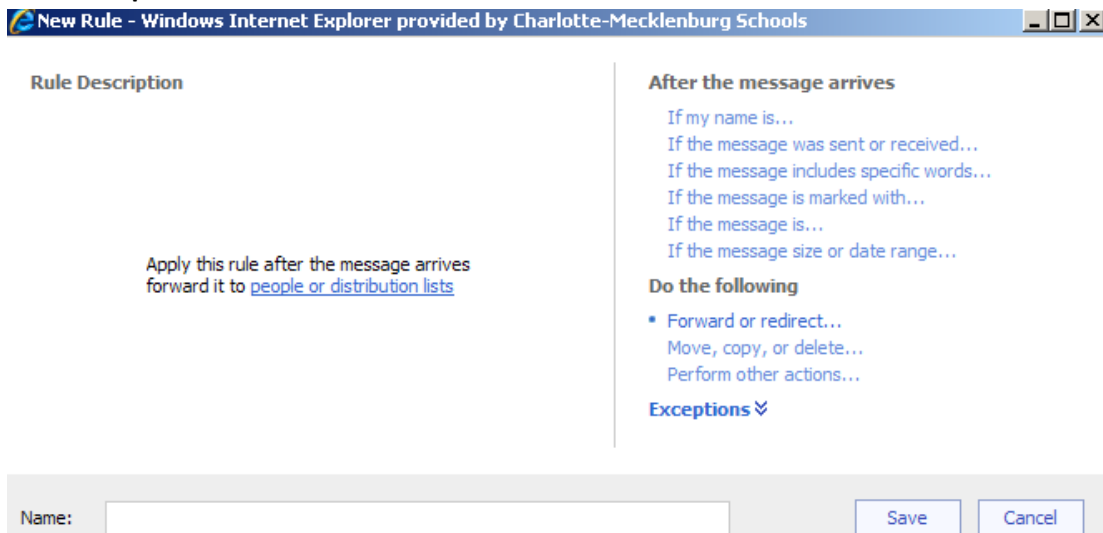
4. **Click on *New Rule* and *Create a new rule for arriving messages*.**



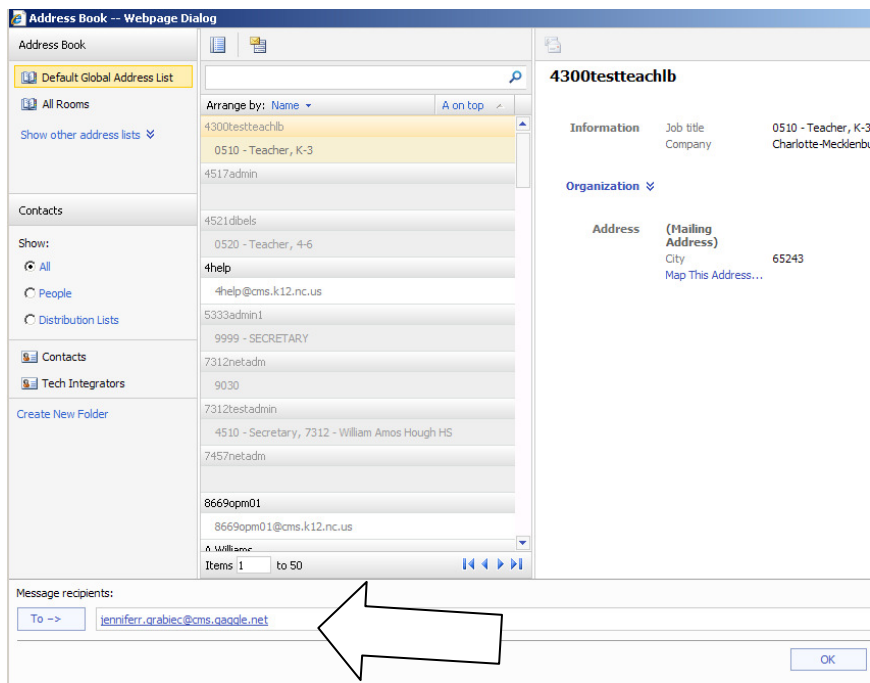
- Under Do the Following, click on **Forward or Redirect** and select **Redirect** the message to people or distribution lists.



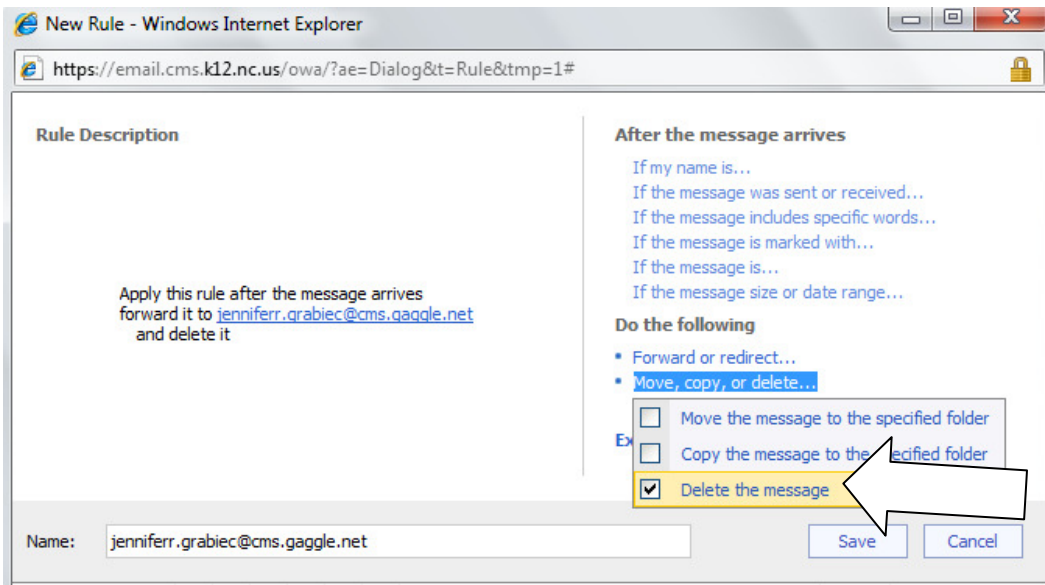
- Select **People or Distribution Lists**



- Enter your **Gaggle email address** next to the To button and click **OK**



8. **If you want to auto-delete the messages in your CMS inbox that have been forwarded to your Gaggle account, continue with the steps below.** Under Do the Following, Select **Move, Copy or Delete** and check **Delete the message**. Then click **Save**.



9. Click **OK**. Then click **Save**.

