

# Quick Start Guide

The IT Help Desk is available between 8 a.m. and 5 p.m., Monday through Friday, to assist you. You will need to receive your full user name to begin; the user name sent to you in the mail is incomplete and will not allow you to log in to set up your e-mail. Call toll free, 800-282-8011, and ask for Ext. 187 or 120. The IT Help Desk is also accessible by emailing [ithelpdesk@flumc.org](mailto:ithelpdesk@flumc.org). The IT Help Desk will not be available on days designated as conference holidays or weekends

How to log in and forward your e-mail from your new, conference-assigned e-mail address, to one you currently use (such as Hotmail, AOL, Yahoo, gmail, etc.):

First, **log in** to your new account.

1. Use a computer that has access to the Internet.
2. Access the Internet.
3. Go to <http://mail.flumc.org/exchange>
4. Enter your username.
5. Enter your password.

Once you're logged in, look for the **Rules** tab in the lower left corner of the screen. Left click on it. Click the "new" button and then the following screen will appear.

**Edit Rule : Outlook Web Access -- Web Page Dialog**

Save and Close Help

Rule Name (optional) Foward Email

When a message arrives

Where the

From field contains

Subject contains

Importance is Any

Sent to

People or Distribution List

Or is  Sent only to me

Then

Move it to the [specified](#) folder

Copy it to the [specified](#) folder

Delete it

Forward it to

Keep a copy in my Inbox

<http://mail.flumc.org/exchange/Administrator/?cmd=editrule> Internet

Type the name of the rule as shown on the previous page. ("Forward Email")

Next, click on the circle next to the **Forward it to** line.

In the white box next to **Forward it to**, type in the e-mail address you wish to have your conference-related e-mail sent to.

Click **Save and Close** in the upper left side of the screen.

You will be asked to confirm that all email will be forwarded to your personal account, click ok.

You're all set!

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Issues:

- Currently there are some compatibility issues with AOL browsers so we recommend using Internet Explorer if possible.
- If using Mozilla Firefox, Safari, or any web browser other than Internet Explorer, you will not be able to add any rules. You must do this in Internet Explorer.
- If you cannot logon to your email using your username provided by the Conference, then please contact the IT Help Desk. There have been some password issues that have resulted in user accounts being inaccessible. The IT Help Desk will be able to address and correct this issue.
- Passwords must be reset through the IT Help Desk until further notice.
- Any emails that you receive d before setting up your rule will not be forwarded. The rule only affects emails that are sent after the rule is created.