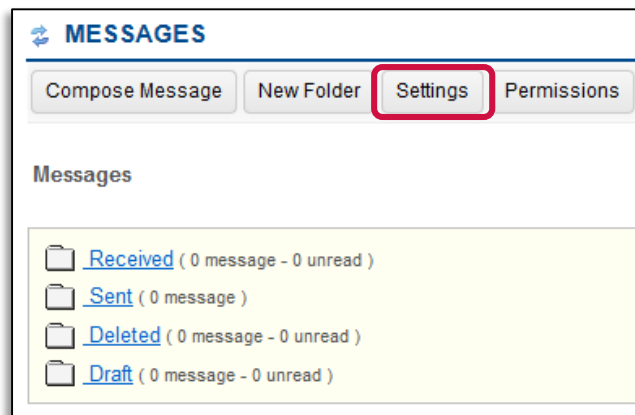


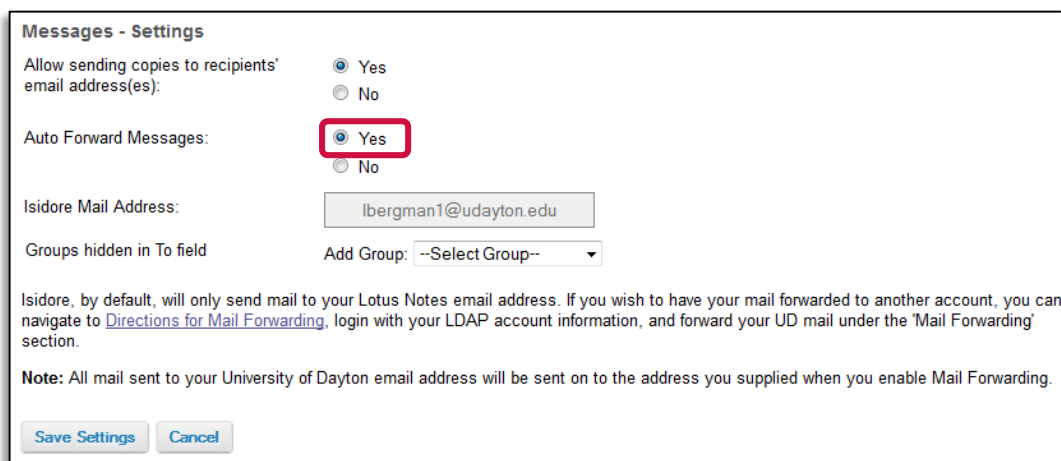
Auto-Forwarding Isidore Messages to your UD Email Account

Have you ever missed an Isidore message from someone in your Isidore class? This tip will show you how to setup mail forwarding in the Isidore Messages tool so that any message sent to you in Isidore will be auto-forwarded to your UD email account.

1. Navigate to your Isidore course site and go into the Messages tool. Once you're in the Messages tool, click on the "Settings" button.



2. Once the page loads, select the "Yes" radio button next to "Auto Forward Messages." Then click the "Save Settings" button.

A screenshot of the 'Messages - Settings' dialog box. It contains several settings: 'Allow sending copies to recipients' email address(es)' with radio buttons for 'Yes' (selected) and 'No'; 'Auto Forward Messages:' with radio buttons for 'Yes' (selected and highlighted with a red box) and 'No'; 'Isidore Mail Address:' with a text input field containing 'lbergman1@udayton.edu'; and 'Groups hidden in To field' with a dropdown menu set to '--Select Group--'. At the bottom, there is a paragraph of text explaining the default behavior and a note about mail forwarding, followed by 'Save Settings' and 'Cancel' buttons.

Please note that you'll need to adjust these settings in every Isidore site you are a member of.