



E-Mail Messaging – OUTLOOK 2000

USA Mobility subscribers using Microsoft Outlook 2000* can keep track of important e-mail messages by redirecting incoming messages to their wireless device while they are out of the office. Following are step-by-step instructions to redirect e-mail to your USA Mobility wireless device.

Step 1: Open the Outlook "Rules Wizard"

Step 2: Identify Messages to Redirect

Step 3: Identify Where to Redirect Messages

Step 4: Finalize New Rule

* Please note these instructions are intended for Microsoft Outlook 2000 users with corporate LAN-based systems such as Microsoft Exchange Server. Because the capabilities of e-mail servers vary these features may not be available if you are using an SMTP/POP3 or IMAP based e-mail account provided by an Internet service provider (ISP). Please direct questions to your network administrator or Internet Service Provider.

Step 1: Open the Outlook "Rules Wizard"

1. Select "Rules Wizard" from the Outlook "Tools" menu.
2. In the "Rules Wizard" window click the "New..." button to create a new forwarding rule.
3. In the second "Rules Wizard" Window, asking which type of rule do you want to create, highlight "Check messages when they arrive" then click on "Next".

Step 2: Identify Messages to Redirect

1. In the "Which condition(s) do you want to check?" selection box, scroll down to "with specific words in the sender's address", then put a check in the check box to the left of it.
2. In the bottom "Rules description" window, click on the phrase "specific words"; this will open a "Search Text" dialog box.
3. In the "Search Text" dialog box, enter the Internet e-mail address you want this rule to watch for, then click on the "OK" button to accept the entry, then click "Next".

Step 3: Identify Where to Redirect Messages



1. In the "What do you want to do with the message?" selection box, scroll down to "redirect it to people or distribution list", then put a check in the check box to the left of it.
2. In the bottom "Rules description" window, click on the phrase "people or distribution list", then select or create a user from the list* (see below for instructions to create a new address).
3. At the next window "Add any exceptions (if necessary):" window, click "Next".
If you have questions about your wireless e-mail address or the e-mail features of your wireless device please call the phone number on your invoice and contract to speak with a Customer Care Representative.
4. Now in the "Rules Address" window, select "OK" to accept changes.

Step 4: Finalize New Rule

1. Specify a name for the rule in the "Please specify a name for this rule:" field.
2. Select "Finished".

*** To create a new address**

1. In the "Rules Address" window, select "New".
2. In the "New Entry" window, highlight "New Contact", and then select "OK".
3. Enter name of this contact (like "My Pager") in the "Full Name" field, then the address of your wireless device in the "E-mail address" field, then select "Save and close". Your wireless device e-mail address is one of the following:
 - 10digitphonenumber@my2way.com (Legacy Metrocall)
 - 10digitphonenumber@airmessage.net (Legacy WebLink Wireless)
 - 7digitPIN or 10digitphonenumber *either* @archwireless.net or @arch.net

If you have questions about your wireless e-mail address or the e-mail features of your wireless device please call the phone number on your invoice and contract to speak with a Customer Care Representative.

4. Now in the "Rules Address" window, select "OK" to accept changes.



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