CNS /Update Newsletter Feature

Transferring E-Mail to a GatorLink Account

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Transferring E-Mail to a GatorLink Account

If you have recently set up a GatorLink account and would like to transfer all mail sent to your NERDC address to GatorLink, just follow the steps below. You should read the entire procedure first, so you are reasonably familiar with the steps. Once you begin, you will want to complete the entire sequence fairly quickly to minimize the possibility of missing any e-mail due to the process not being complete. If you have any questions, please contact the UF Computing Help Desk as noted below.

First, you will need to reconfigure your e-mail client to access your GatorLink e-mail box instead of your NERSP e-mail box. If you need assistance reconfiguring your e-mail client program, please contact the UF Computing Help Desk at (352) 392-HELP or via e-mail at helpdesk@ufl.edu. You should take care of this first, since after you follow the procedure given below, your e-mail will immediately start going to your GatorLink mailbox instead of your NERSP mailbox.

1. Check your e-mail (on NERSP) to make sure you have seen all the mail which has arrived up to this point.


3. Select Modify from the blue banner menu

4. Supply your GatorLink userid and password, and click login.

5. Click the link Return to modify screen

6. On the Modification Menu, click the Preferred e-mail link.

7. In the field provided, enter your new GatorLink address in the form userid@your.address.

8. Click the Change directory address button. This changes your listing in the UF directory.

9. On the Modification Menu, click the E-mail forwarding link.

10. Click the Don't forward button. This tells GatorLink to KEEP any mail addressed to you; currently, GatorLink is sending all your mail to NERSP.

11. Using a "telnet" client, log on to nersp.cns.ufl.edu. If you do not have a telnet client, or need help installing or using one that you do have, contact the UF Computing Help Desk as noted above for assistance in obtaining, installing, and using this piece of software. A telnet client is usually available on any MS-Windows 95/98/2000/NT system, and can be invoked for this purpose by entering the command telnet nersp.cns.ufl.edu in the Start--> Run... Windows dialog box. You must be connected/dialed-in to the network in order to use telnet. You will be creating a small file on NERSP, directing the NERSP e-mail system to redirect any messages addressed to your NERSP mailbox to your GatorLink mailbox instead.
12. At the `userid@spnode15$` prompt, enter the command `pico .forward`. Note that this command contains a "period" immediately prior to, but not following, the word "forward." The period is not a mistake; it is an essential part of the command.

13. Pico is a text editor. When pico starts, enter the following: `youruserid@ufl.edu`

14. Press `Ctrl-o` (Hold down the "control" key, while simultaneously pressing the letter "o" [NOT the numeral 'zero']).

15. Pico will prompt you as follows: `File Name to write : .forward`

16. Press `<Enter>` This saves the file.

17. Press `<Ctrl>-x` This exits pico.

18. Type the command `exit`. This logs you off from NERSP. Shut down your telnet client if necessary.

You are done. All mail addressed to `userid@cns.ufl.edu` will now go to your GatorLink mailbox, and your GatorLink mailbox will be listed as your preferred e-mail address in the university directory.

Also, note that the above procedure will transfer all NEW INCOMING e-mail to your GatorLink mailbox; it will not transfer any mail-folders which you may have saved on NERSP in the past. That would require another procedure. If you find that you need to transfer old mail which is already saved on NERSP to your GatorLink account, please contact the UF Computing Help Desk (as described above) for assistance.

Your Comments are Welcome

We welcome your comments and suggestions on this and all UFIT documentation. Please send your comments to:

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