

Chapter Four (e): Copying an Internal User's email to an external account

Summary of Chapter

- How to copy an internal user's email to an external account.

What you need:

- Knowledge of Admin user account and valid password for your NetPilot.
- An internal user account set-up with email.
- The external address that you would like to copy the email too.
- A PoP code. You can purchase your PoP from the following address:
<http://www.equinet.com/ordering/default.asp>

Software Revision Required:

- Applicable to software revision 5.2.0 > NetPilots

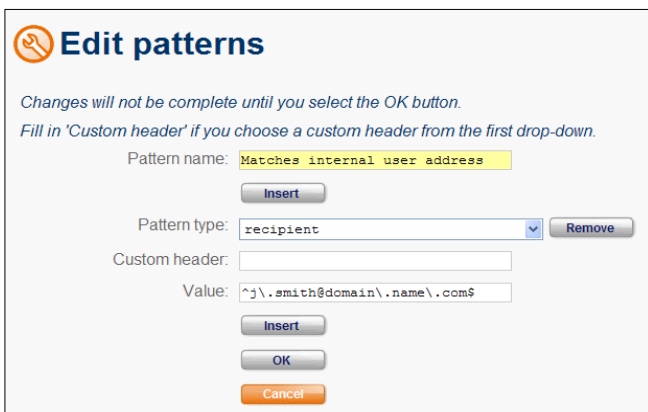
Manual Configuration:

- Log on to the NetPilot as shown in Chapter One (b).
- From the left-hand side of the screen, select 'Email', then 'Filter Policy', then 'Edit' and then 'Edit patterns'. (All links are highlighted below).



- In the 'Edit Patterns' screen, select the 'Add' button as highlighted left.

- You will be presented with a similar screen as below. Enter the following:



- 'Pattern Name': Name for this 'Pattern'.
- 'Pattern type': Select 'recipient' from the drop down list.
- 'Value': Enter the recipient's internal email address here. When entering an email address you will need to enter special characters.
(For more information on the special characters and on 'Patterns' in general please see Chapter 19 (df)).
- Then select 'OK' and 'OK' again.

☺ From the left-hand side of the screen, select 'Email', then 'Filter Policy', then 'Edit' and then 'Edit email actions'. (All links are highlighted below).



☺ You will be presented with the screen on the left.

☺ Select the 'Add' button as highlighted.

☺ In the next screen (shown below), enter the following:

☺ 'Action name': Name for the 'Action'.

☺ 'Send to recipient': Select 'message' from the drop down list.

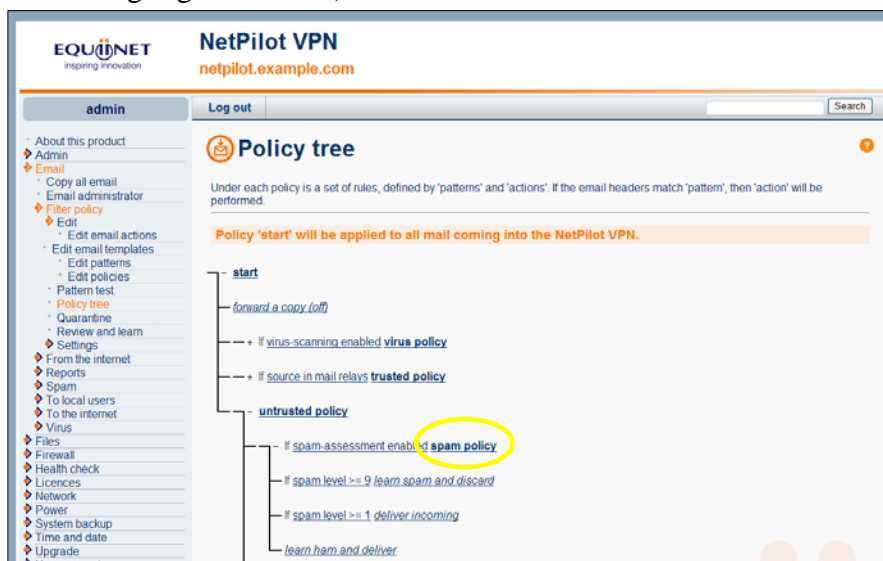
☺ 'Send to other': Select 'message' from the drop down list.

☺ 'Other's email': The external email address that you wish to send the copies too.


☺ In the table, select the 'Stop' radio button.

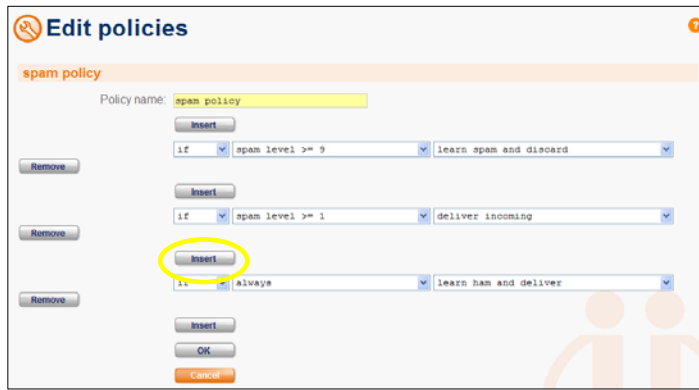
☺ Select 'OK' and 'OK' to confirm settings made.


☺ From the left-hand side of the screen, select 'Email', then 'Filter Policy', and then 'Policy Tree'. (All links are highlighted below).



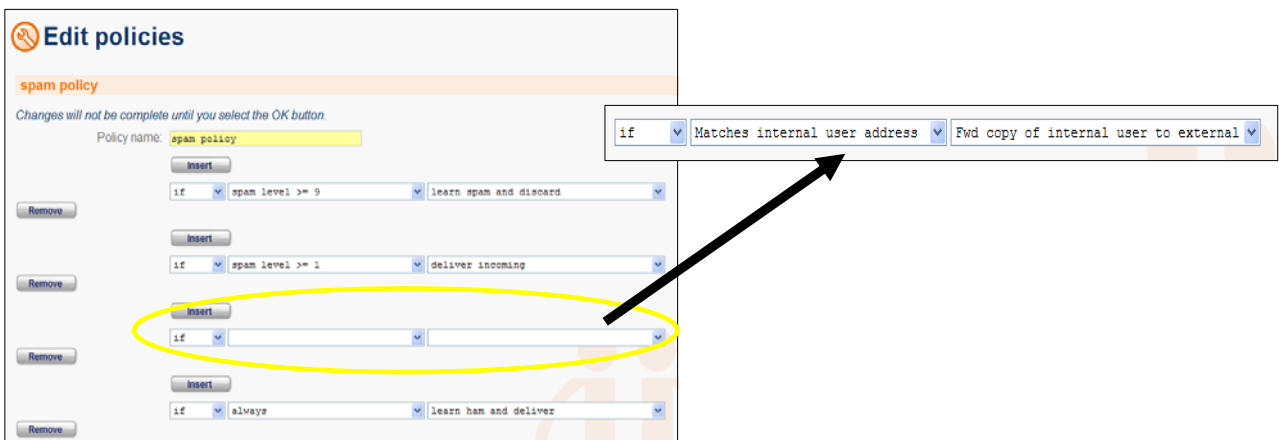
☺ Select the 'Spam Policy' link as highlighted above.


 You will be presented with a similar screen shown below:



 Select the third 'Insert' button as highlighted in the screen on the left.

 In the new text boxes that appear, (highlighted below left) select the 'Pattern' and 'Action' you created from the drop down lists provided.



 Select 'OK' and 'OK' to confirm changes to the Policy Tree.

 You will now see your Policy added to the Policy Tree.

