



E-Mail Messaging FAQ's – OUTLOOK 97

USA Mobility subscribers using Microsoft Outlook 97* can keep track of important e-mail messages by forwarding incoming messages to their wireless device while they are out of the office. Following are step-by-step instructions to forward e-mail to your USA Mobility wireless device.

Step 1: Create New Rule

Step 2: Identify Where to Forward Messages

Step 3: Identify Messages to Forward

Step 4: Finalize and Activate New Rule

* Please note these instructions are intended for Microsoft Outlook 97 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: Create New Rule

1. From the "Tools" menu select "Inbox Assistant".
2. In the "Inbox Assistant" window click the "Add Rule" button to create a new forwarding rule, this will take you to the "Edit Rule Window".

Step 2: Identify Where to Forward Messages

1. Use the checkbox to select "Forward".
2. Enter the e-mail address of your Arch wireless device in the "To field". 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.

Step 3: Identify Messages to Redirect

1. Define the criteria for which e-mail messages to forward to your wireless device.

Step 4: Finalize and Activate New Rule



1. Click "OK" to return to the "Inbox Assistant" window. The rule you just created appears in the window with a check mark by the rule in the dialog box.
2. Click "OK" to activate the new rule at the Exchange server and initiate forwarding according to your rule, whether your computer is active or not.

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