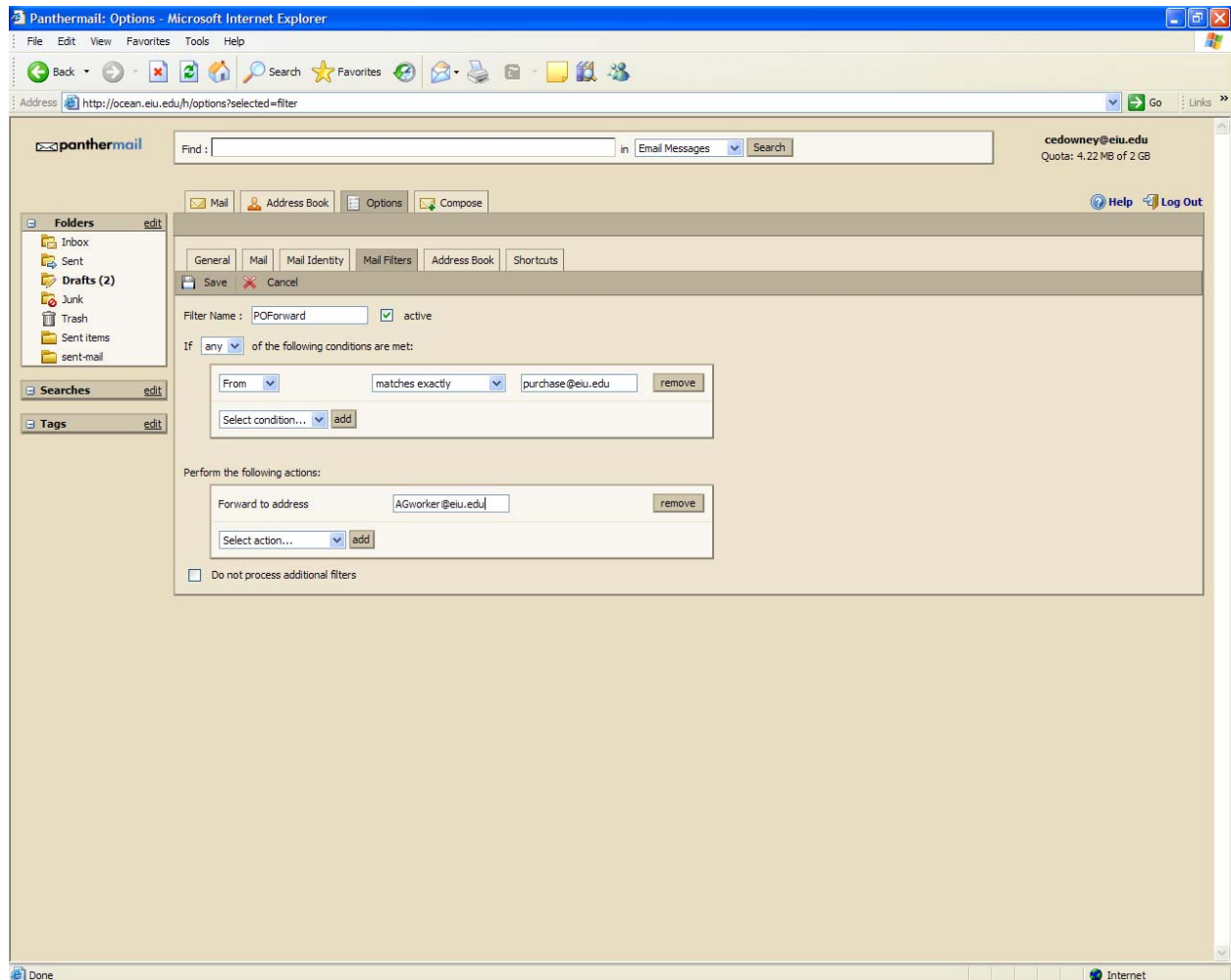


## Panther Mail Basic Edition Directions



Click on the **Options** tab

Click on **Mail Filters** and select **New Filter**

You can name this filter/rule anything you'd like. In the example above the name was entered as POForward. The filter states any email coming from [purchase@eiu.edu](mailto:purchase@eiu.edu) will automatically be forwarded to [AGworker@eiu.edu](mailto:AGworker@eiu.edu)

Once the filter is set up, it will continue forwarding until you delete it or click for it to be inactive.

Purchase Orders sent via email will always come from [purchase@eiu.edu](mailto:purchase@eiu.edu).

**If you have questions, you can call the ITS Help Desk (581-4357) or the Department of Procurement, Disbursements and Contract Services (581-5313).**