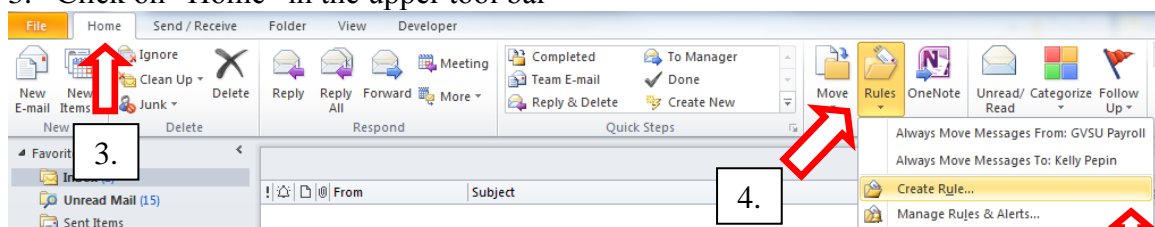


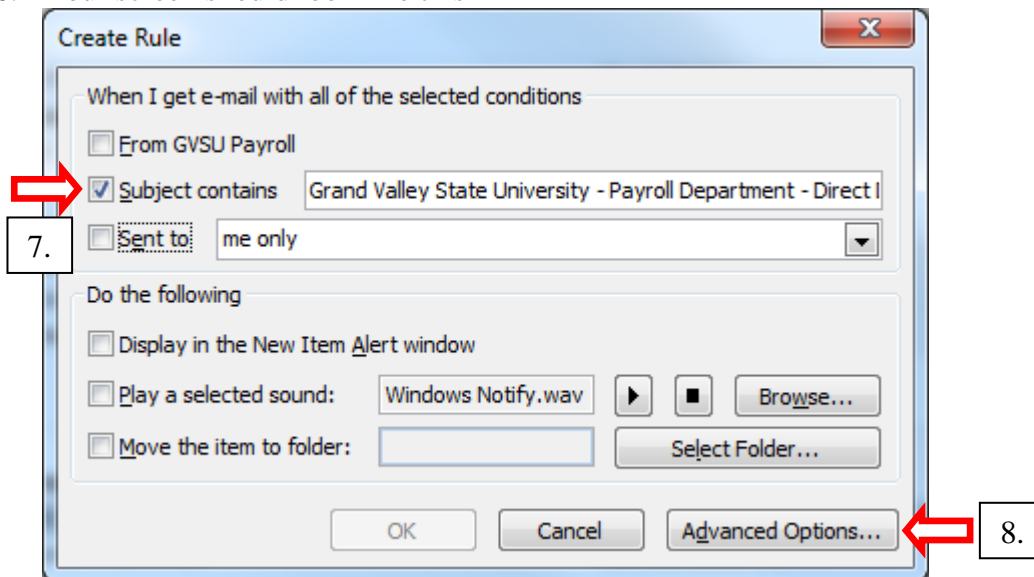
How to Forward your Direct Deposit Notification to Another Email Account

Do you have Direct Deposit and want to send your voucher notification to another email account? It's easy! Follow the steps below to create an Outlook rule to send your Payroll Direct Deposit notification from your existing Grand Valley Outlook account to another email account:

1. Open Outlook
2. Select any original direct deposit notification. They should be from payroll@gvsu.edu and have "Grand Valley State University - Payroll Department - Direct Deposit Advice." in the subject line
3. Click on "Home" in the upper tool bar

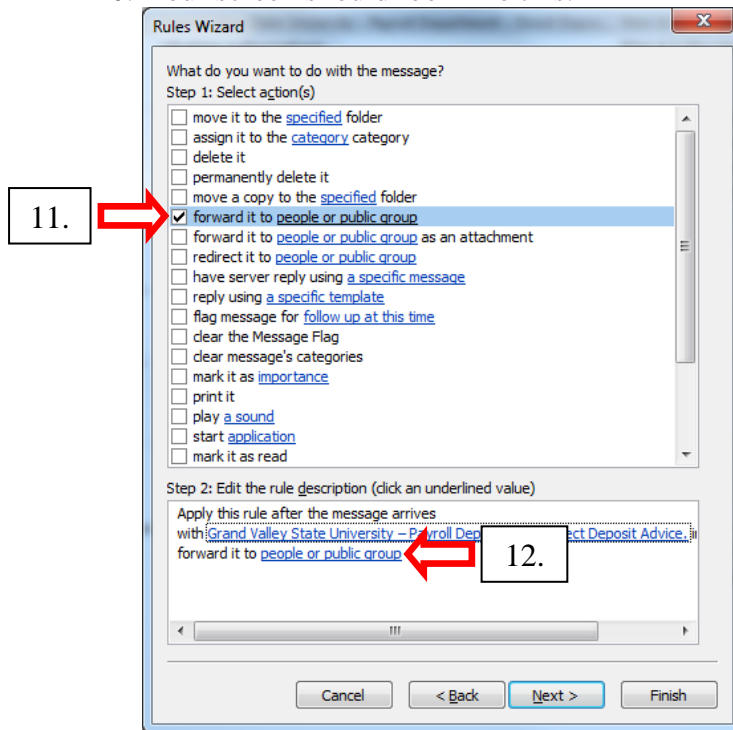


4. Click on "Rules" within the move category towards the right side of the upper toolbar
5. Click on "Create Rule" within the Rules dropdown menu
6. Your screen should look like this



7. Make sure the "Subject contains" box is checked and the text displays as "Grand Valley State University – Payroll Department – Direct Deposit Advice."
8. Select the "Advanced Options..." button in the bottom right corner
9. Click "Next >"

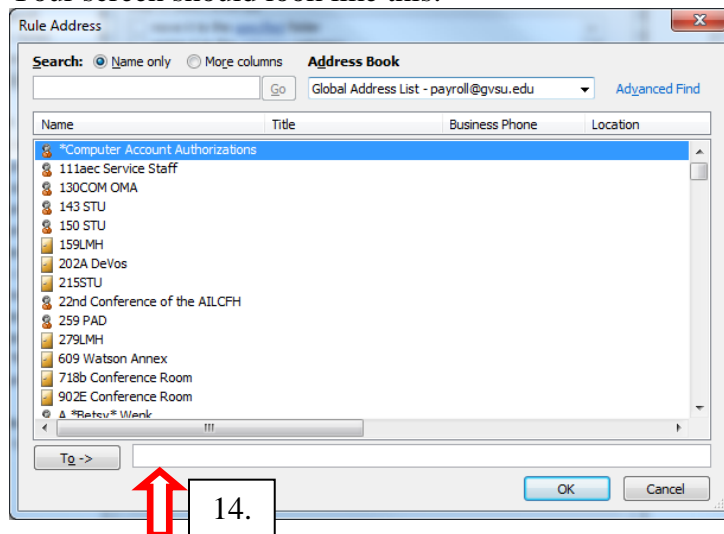
10. Your screen should look like this:



11. Check the “forward it to people or public group” box

12. Click the blue underlined words “people or public group” towards the bottom within the Step 2: box.

13. Your screen should look like this:



14. In the “To ->” field enter the email address you would like the notifications to be forwarded to

15. Click “Ok”

16. Click “Finish”

You are all set! If you have any questions please feel free to contact Payroll at payroll@gvsu.edu (616)331-2237 or the CTS Helpdesk at (616)331-2101.