
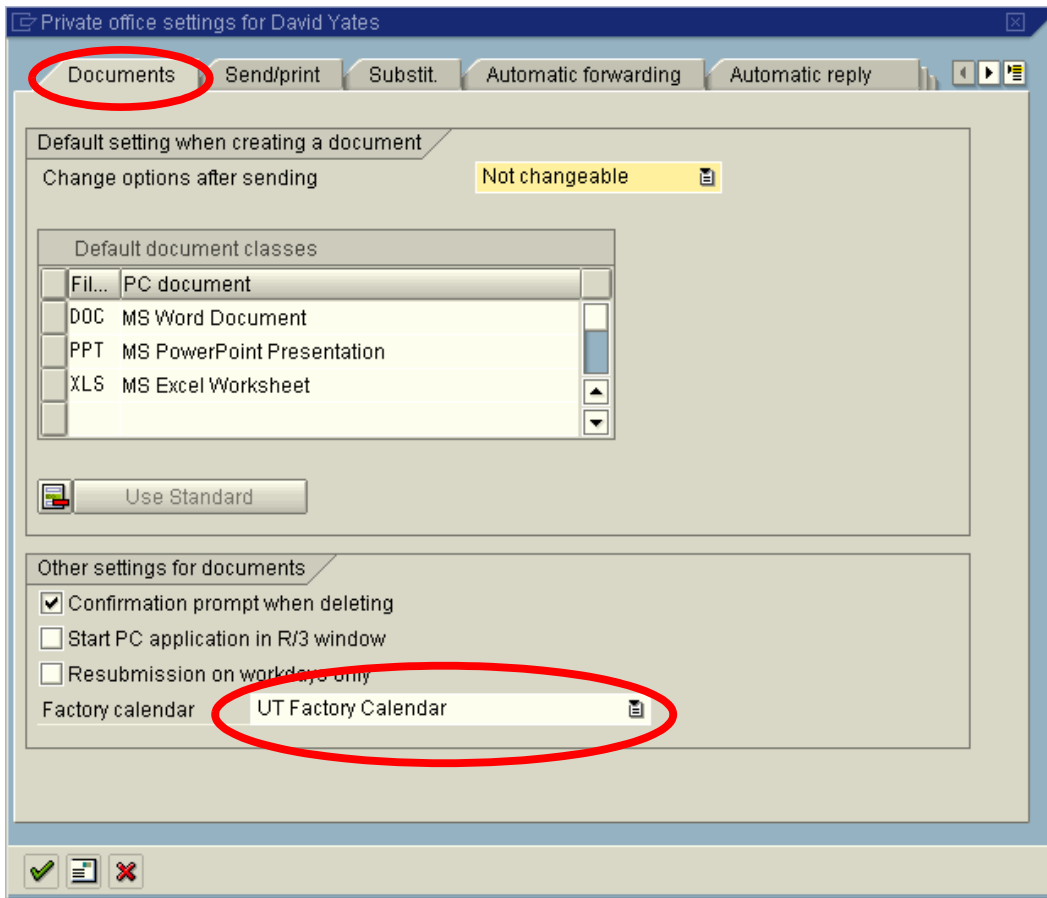


Automatic E-mail Forwarding for Workflow

Click on the **Workplace** icon to go to the Workplace 

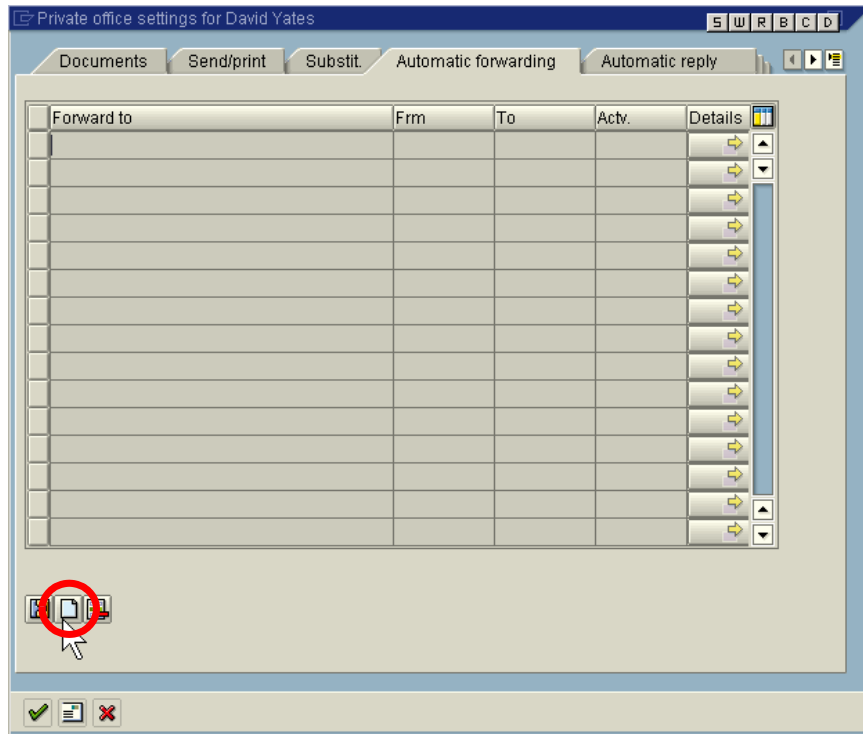
In IRIS Workplace, click **Settings | Office Settings** at the top of the window

Click on **Document** tab. Change the Factory Calendar to **UT Factory Calendar**



Click on **Automatic forwarding** tab.


Click on the **Create** button at the bottom of the screen.



Enter your e-mail address in the **Forward to** field. *i.e.* **yourname@utk.edu**

Change the source to **External address**

Change the to Time period to **12/31/9999**

Click green check button at the bottom of the screen to copy 

Click the green check button at the bottom of the next screen to save your selection 

