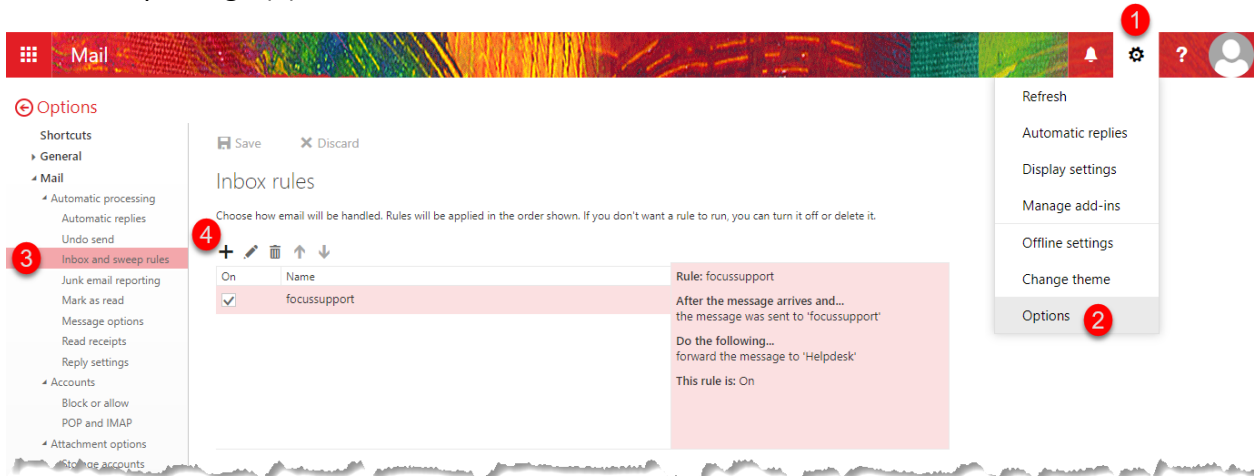




Outlook Web Access – Automatically Forward Message to Another Account

Forward or redirect your email messages by setting up Inbox rules in Outlook Web App. You can use inbox rules to automatically forward or redirect messages sent to your mailbox to another account. This is useful if you won't be checking your primary mailbox and want to be able to read and respond to messages from another account.

1. In the upper top right corner of the page, Select Settings.
2. Select Options.
3. Under the Automatic Processing section, Select Inbox and Sweep Rules.
4. Click the plus sign (+) to add a new rule.



5. Enter a Name for your rule in the name field.
6. Under When the Message Arrives, Select Apply to all Messages.
7. Under “Do all of the Following”, Select Forward, redirect, or send > Redirect the message to
 Note: Difference between redirecting and forwarding .. When you redirect an email, the “From” field doesn't change, so the original sender remains the same. If you forward, the sender now becomes you.
8. In the Redirect the message to ... field, enter the email address you would like your messages sent to or select the individual from your contacts.
9. Click Save.
10. Click OK.

