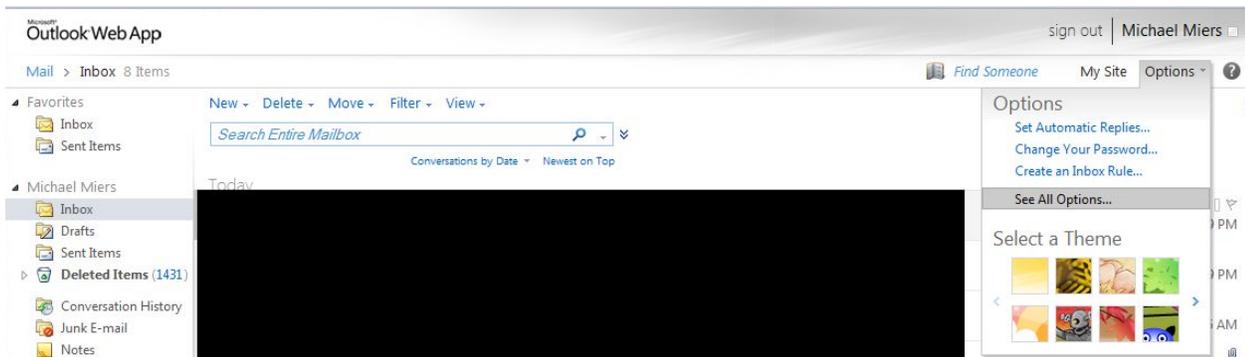
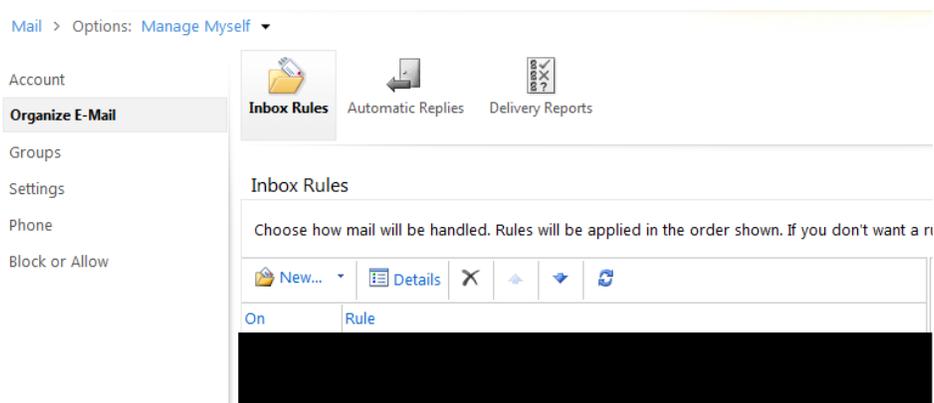


How to forward all your email to a new address (from Outlook Web Access)

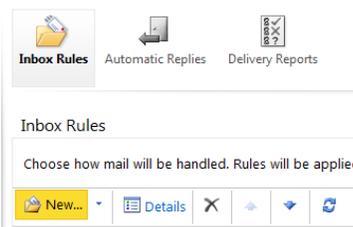
1. Login to Outlook Web Access normally
2. Click **“Options”** in the upper-right corner then **“See All Options...”**



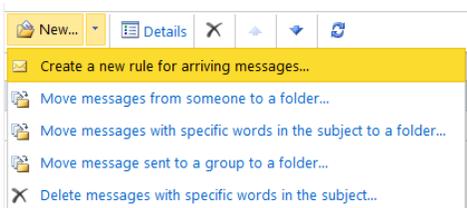
3. In the Options dialog, click **“Organize E-Mail”**



4. Click “New...”

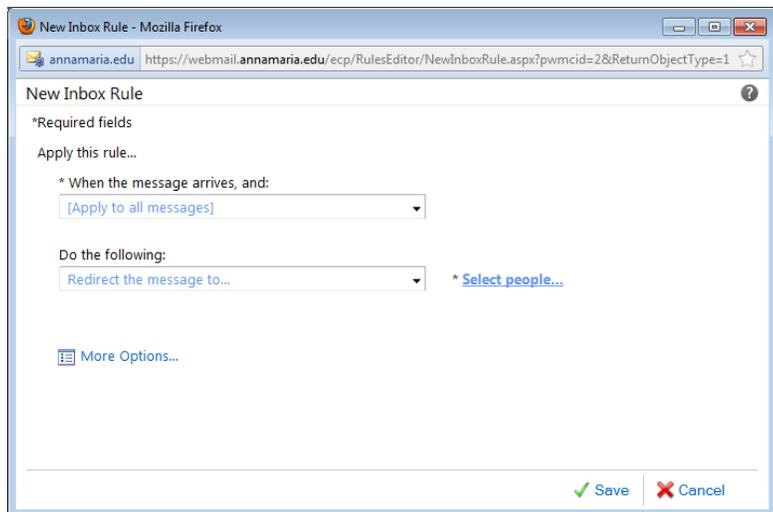


5. Click “Create New Rule For Arriving Messages”

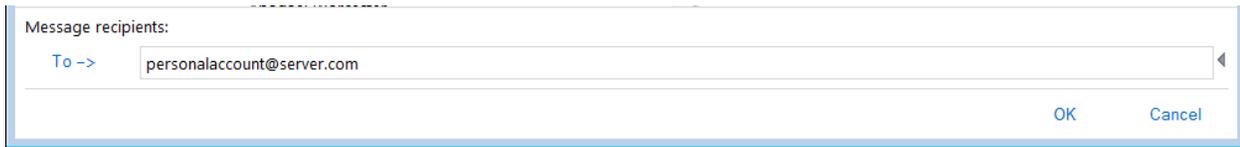


6. Under “*When the message arrives, and:” choose “[Apply to all messages]”

7. Under “Do the following:” choose “Redirect the message to...”

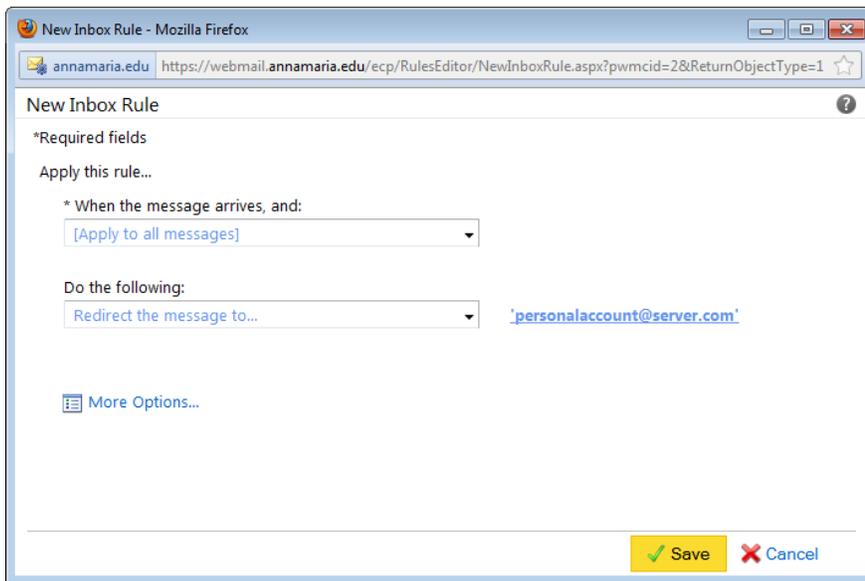


8. A **“Message Recipients”** box will be displayed. At the bottom enter the destination email address and choose **OK**.



The image shows a dialog box titled "Message recipients:". It contains a text input field with the label "To ->" and the text "personalaccount@server.com". At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

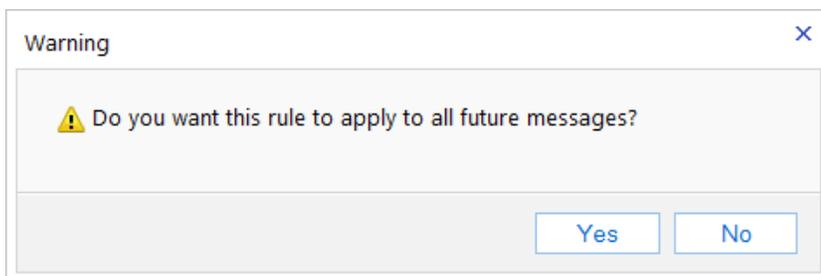
9. Once you're done creating the rule, click **"Save"**



The screenshot shows a web browser window titled "New Inbox Rule - Mozilla Firefox". The address bar shows "annamaria.edu" and a URL. The main content area is titled "New Inbox Rule" and contains the following elements:

- *Required fields
- Apply this rule...
- * When the message arrives, and:
[Apply to all messages] (dropdown menu)
- Do the following:
Redirect the message to... (dropdown menu) with the value "personalaccount@server.com" entered.
- [More Options...] (link)
- At the bottom right, there are two buttons: "Save" (yellow with a green checkmark) and "Cancel" (red with a red X).

10. Outlook Web Access will prompt you to be sure that you're aware that your rule will affect ALL incoming messages. Click **"Yes"**



The screenshot shows a "Warning" dialog box with a close button (X) in the top right corner. The main text area contains a yellow warning triangle icon followed by the text: "Do you want this rule to apply to all future messages?". At the bottom of the dialog, there are two buttons: "Yes" and "No".

11. You are done. Your email will now be forwarded to your other address.