

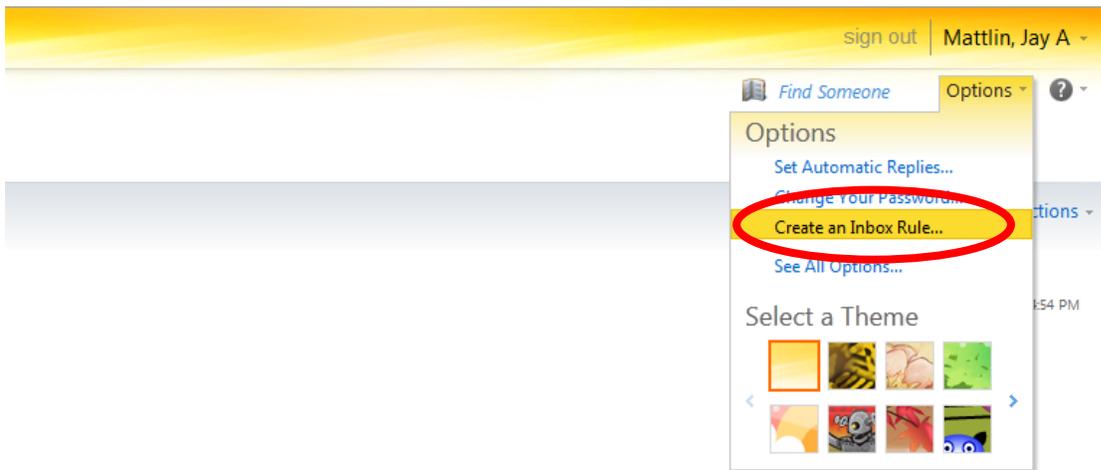
Outlook Web App – Mail Processing Rules

Forwarding all Incoming Mail to a Personal Email Address

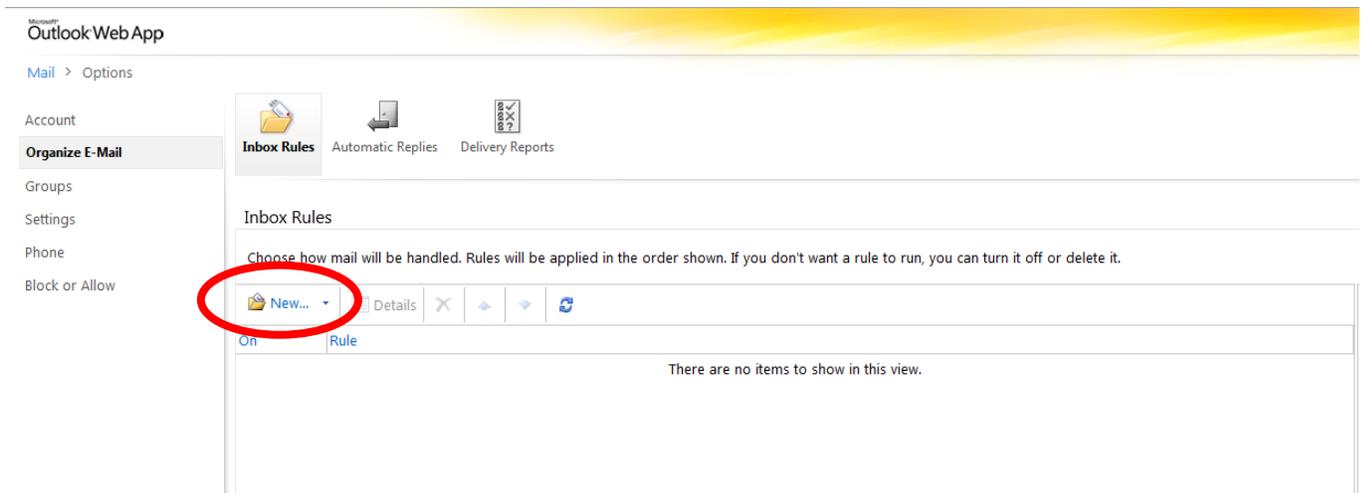
1. Log into OWA and click the arrow next to Options in the upper, right-hand corner under your name.



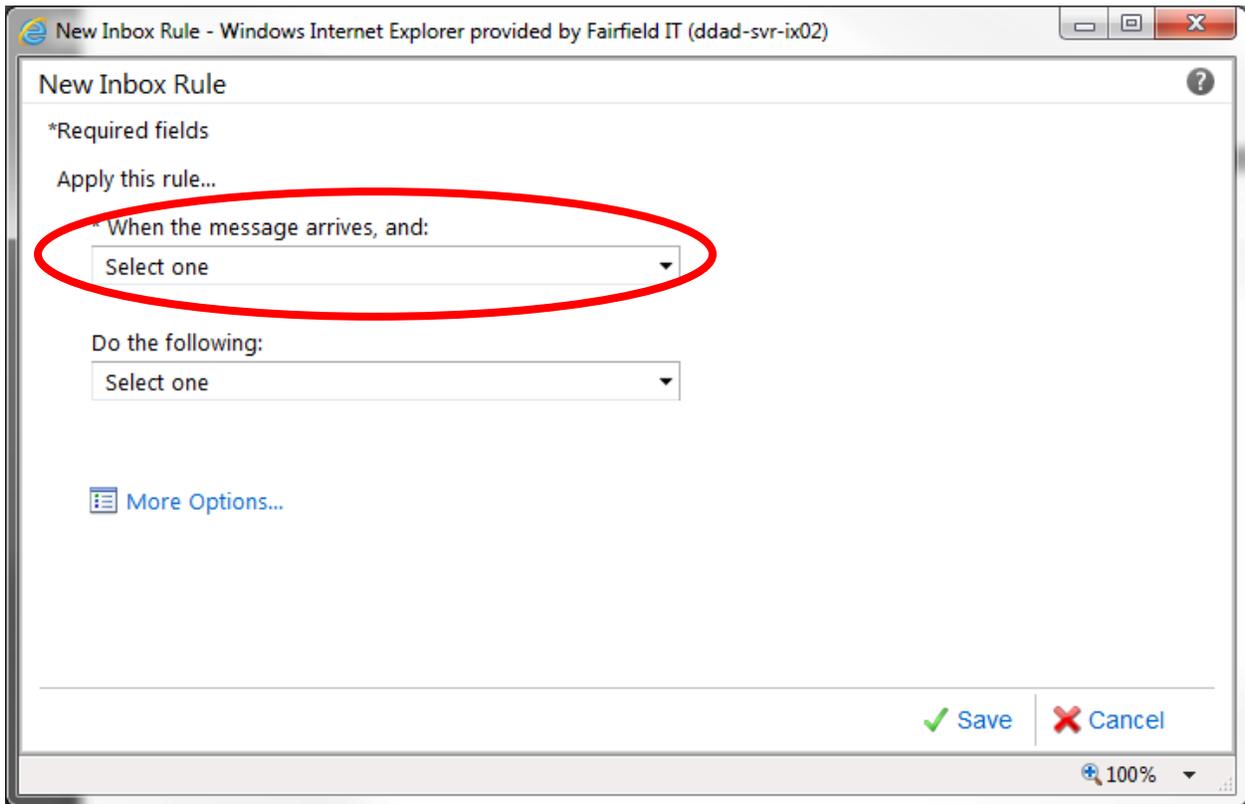
2. Select Create and Inbox Rule



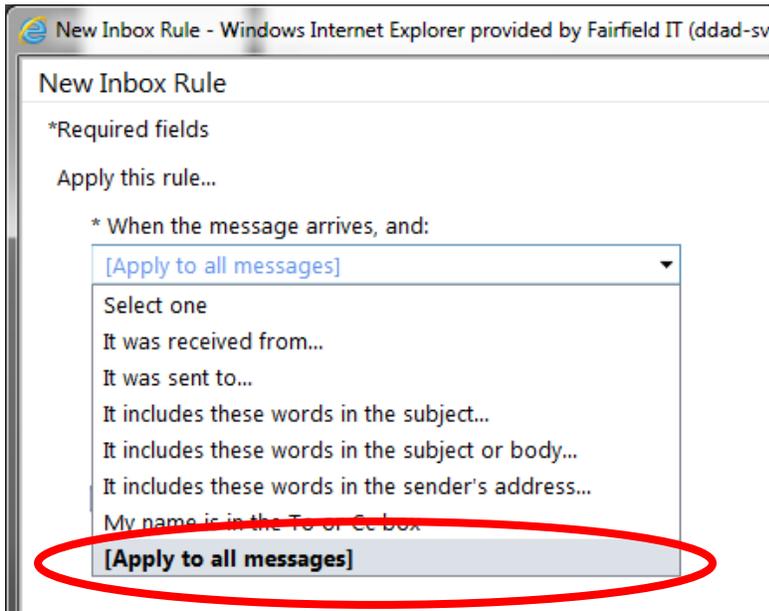
3. On the next screen, click New...



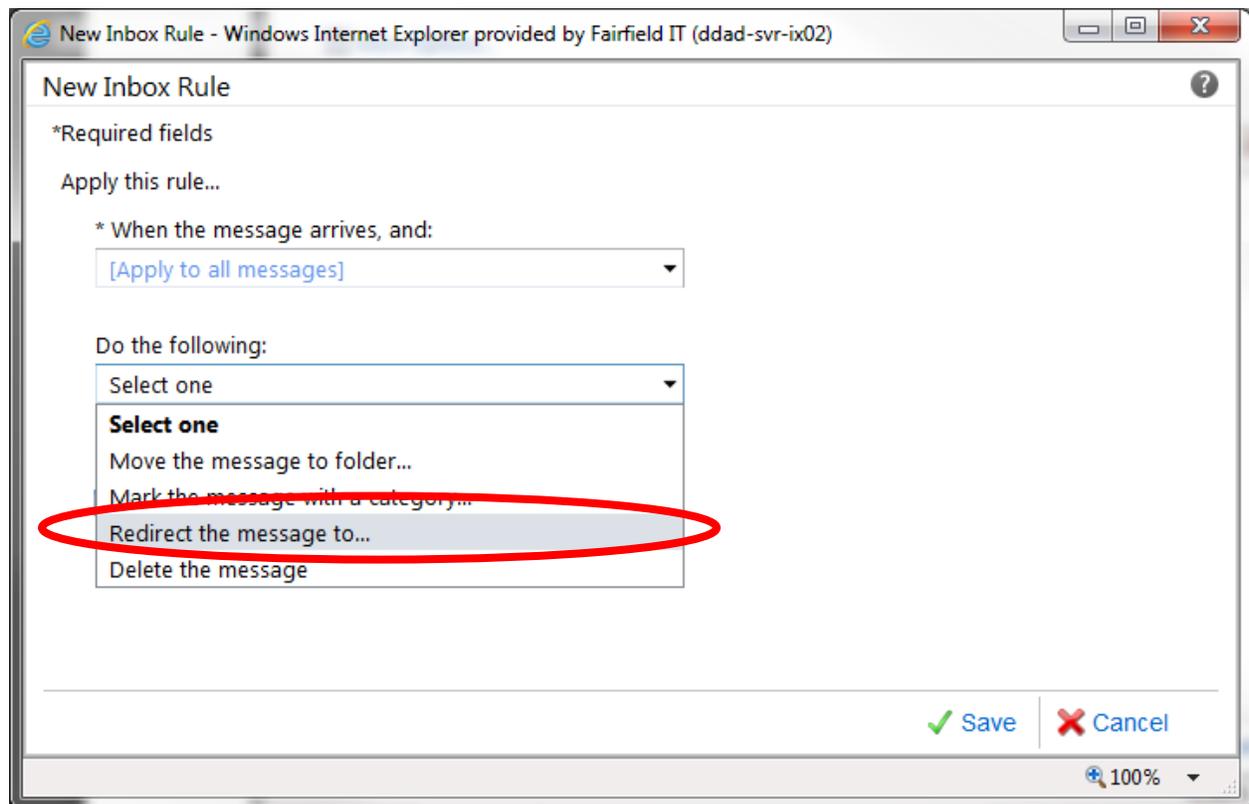
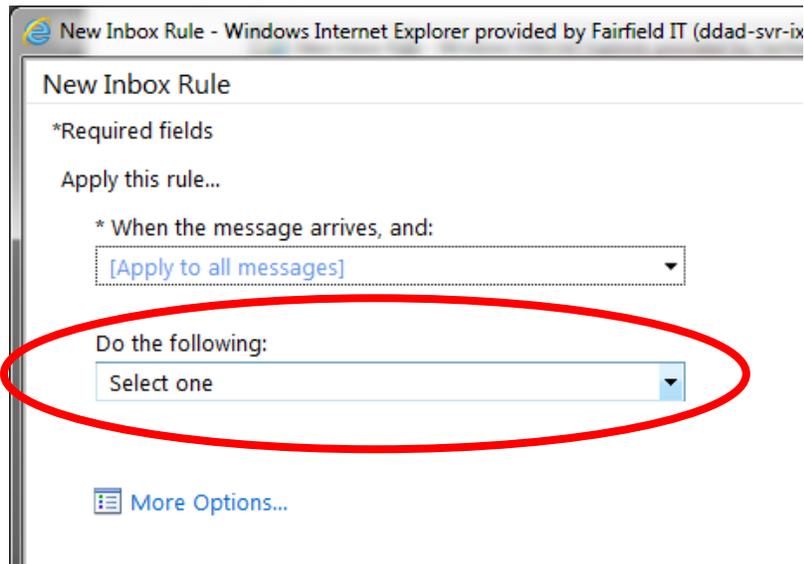
4. At this point, a new window will open to set the rules.



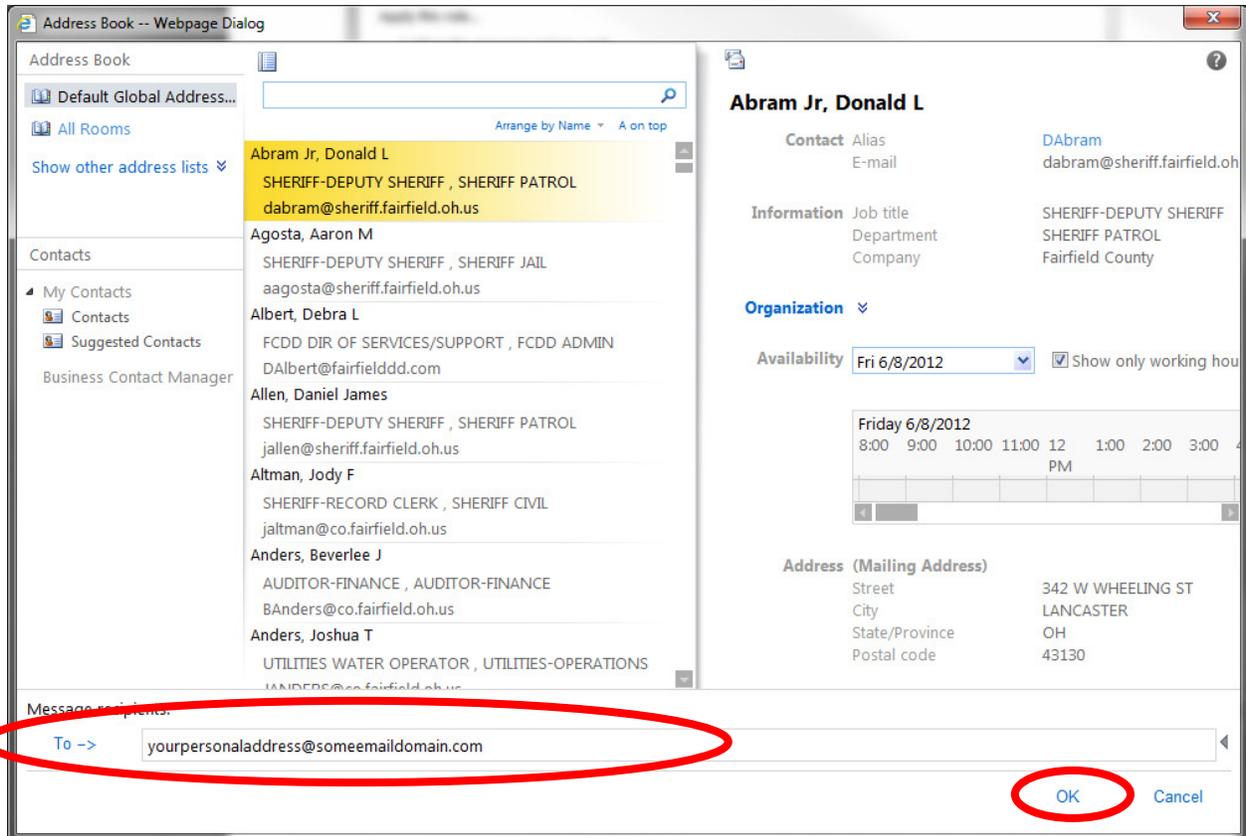
5. Select the dropdown for "When the message arrives, and:" and click "[Apply to all messages]"



6. Next, click the dropdown for Do the following: and click "Redirect the message to..."



- Once you select Redirect the message to... your address book will open. You will then type in the address you would like your mail forwarded to in the To box at the bottom. Then click OK.



8. Your New Inbox Rule screen should now look like this...

New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-ix02)

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:
[Apply to all messages]

Do the following:
Redirect the message to... yourpersonaladdress@someemaildomain...

[More Options...](#)

100%

9. Click Save and your new rule will be active. You can now exit from Outlook Web App.