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.



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

Outlook Web App	
Mail > Options	
Account	
Organize E-Mail	Inbox Rules Automatic Replies Delivery Reports
Groups	
Settings	Inbox Rules
Phone	Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.
Block or Allow	New • Details X A V C
	On Rule
	There are no items to show in this view.

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

New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-ix02)	
New Inbox Rule	0
*Required fields	L.
Apply this rule	
* When the message arrives, and:	
Select one	
Do the following:	
Select one	
I More Options	
✓ Save	🗙 Cancel
	🔍 100% 🔻 🔐

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..."

New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-ix			
New Inbox Rule			
*Required fields			
Apply this rule			
* When the message arrives, and:			
[Apply to all messages]			
Do the following:			
Select one			
III More Options			
1			
New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-ix02)			x
New Inbox Rule			0
*Required fields			
Apply this rule			
* When the message arrives, and:			
[Apply to all messages]			
Do the following:			
Select one			
Move the message to folder			
Mark the message with a category			
Redirect the message to			
Delete the message			
	🗸 Save	X Cancel	
		🔍 100%	•

7. 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.

Address Book		10 H		
🔟 Default Global Address	٩	Abram Jr, D	onald L	
🕮 All Rooms	Arrange by Name 👻 A on top	Contact	Alias	DAbram
Show other address lists $>$	Abram Jr, Donald L SHERIFF-DEPUTY SHERIFF , SHERIFF PATROL dabram@sheriff.fairfield.oh.us	Information	E-mail Job title	dabram@sheriff.fairfield
	Agosta, Aaron M		Department	SHERIFF PATROL
Contacts	SHERIFF-DEPUTY SHERIFF , SHERIFF JAIL		Company	Fairfield County
My Contacts	aagosta@sheriff.fairfield.oh.us			
S Contacts	Albert, Debra L	Organization	*	
Suggested Contacts	FCDD DIR OF SERVICES/SUPPORT , FCDD ADMIN			
Business Contact Manager	DAlbert@fairfielddd.com	Availability	Fri 6/8/2012 💙	Show only working
business contact Manager	Allen, Daniel James			
	SHERIFF-DEPUTY SHERIFF, SHERIFF PATROL jallen@sheriff.fairfield.oh.us		Friday 6/8/2012 8:00 9:00 10:00 11:0	0 12 1:00 2:00 3:0
	Altman, Jody F			PM
	SHERIFF-RECORD CLERK , SHERIFF CIVIL			
	jaltman@co.fairfield.oh.us			
	Anders, Beverlee J	Address	(Mailing Address)	
	AUDITOR-FINANCE, AUDITOR-FINANCE	Audress	Street	342 W WHEELING ST
	BAnders@co.fairfield.oh.us		City	LANCASTER
	Anders, Joshua T		State/Province	ОН
	UTILITIES WATER OPERATOR , UTILITIES-OPERATIONS		Postal code	43130
1270) (27400071-03)	INNEER @ co.foirfield.ob.uc			
Message recipiones				
To -> yourpersonal	laddress@someemaildomain.com	>		
				\frown
			(OK Cancel

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

New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-i)	.02)
New Inbox Rule	0
*Required fields	
Apply this rule	
* When the message arrives, and:	
[Apply to all messages]	
Do the following:	
Redirect the message to 👻 'yourp	ersonaladdress@someemaildomain
🔳 More Options	
	Save X Cancel
	@ 100% 🔻 📑

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