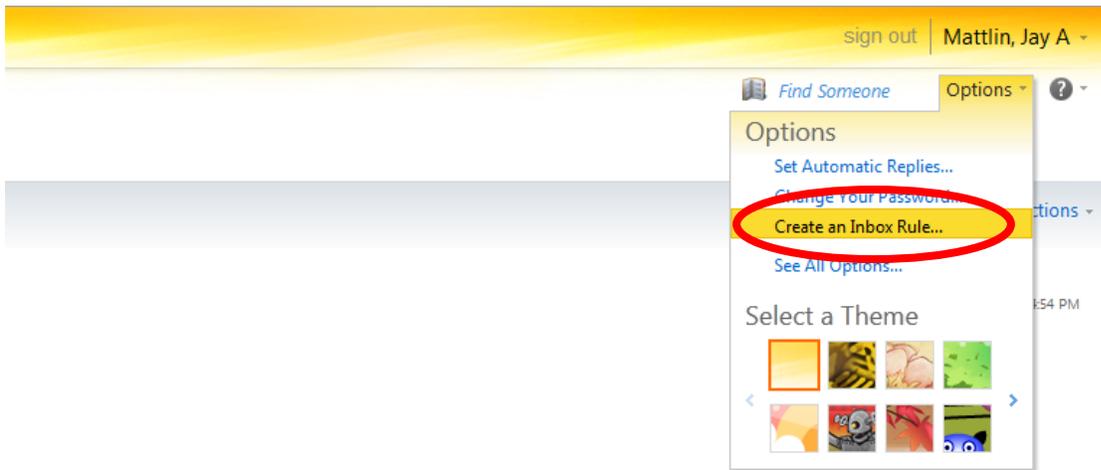


## Setting a Forwarding Rule for Payroll Advice from Outlook Web Access

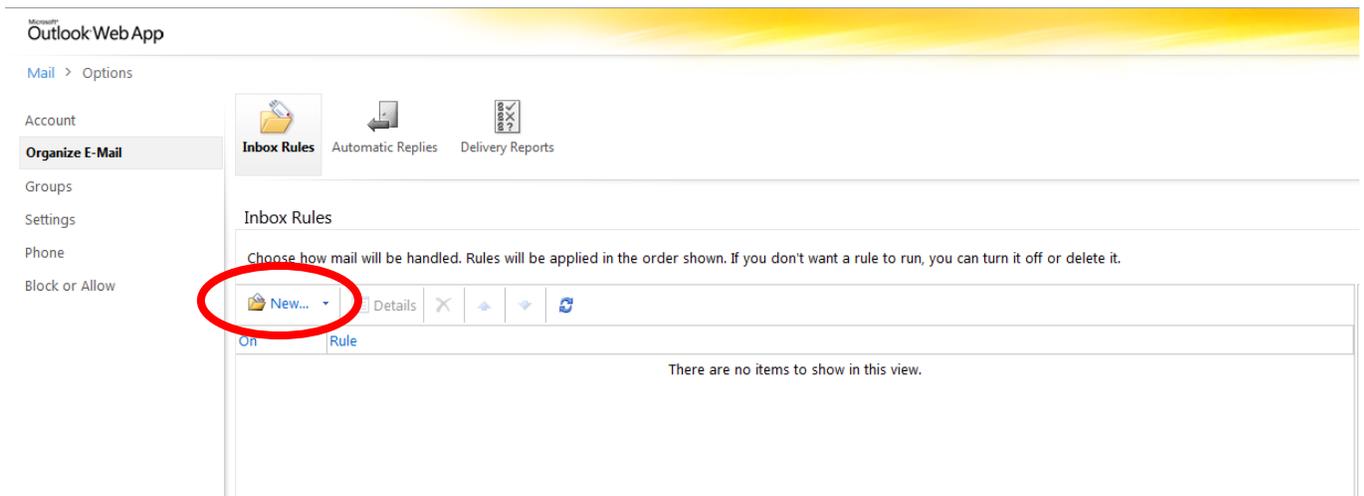
1. Log into OWA and click the arrow next to Options in the upper, right-hand corner under your name.



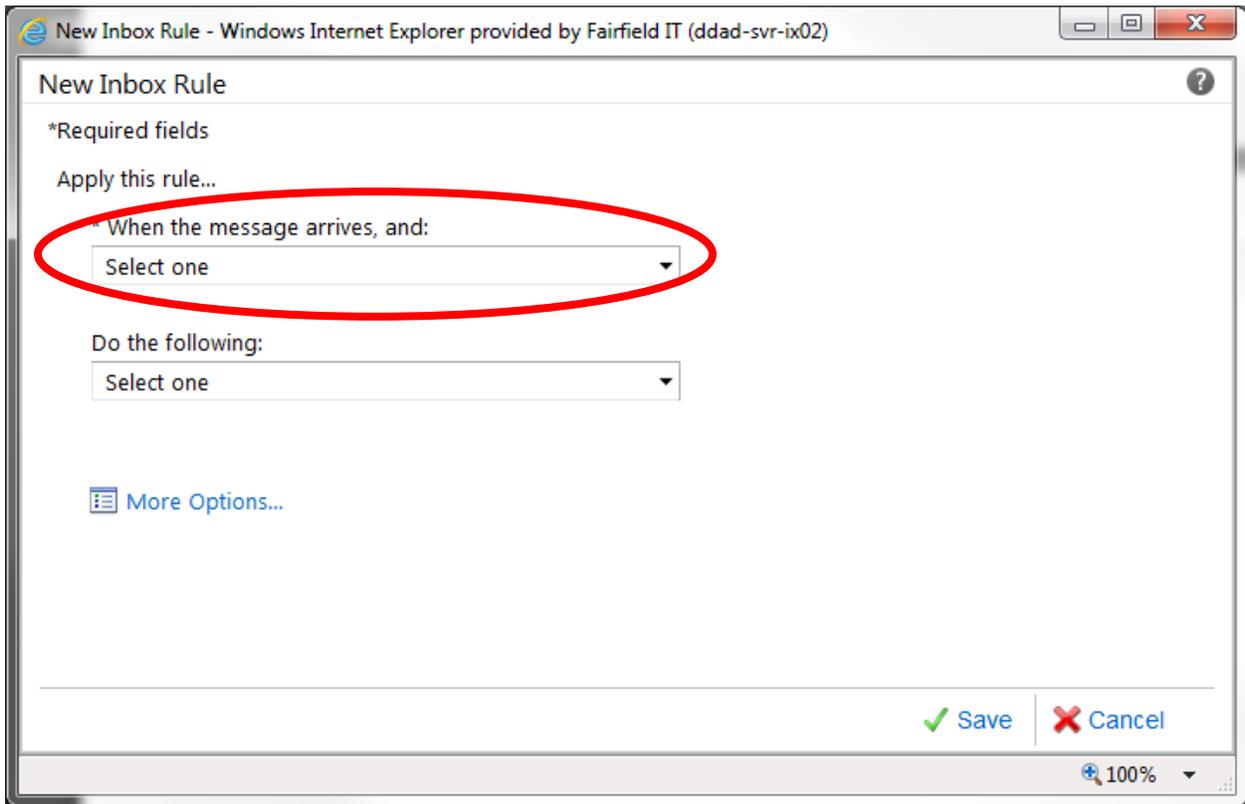
2. Select Create and Inbox Rule



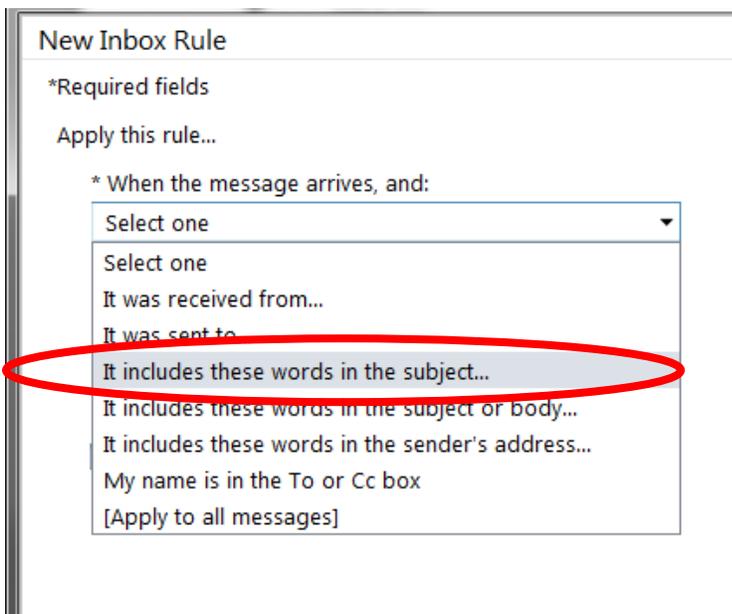
3. On the next screen, click New...



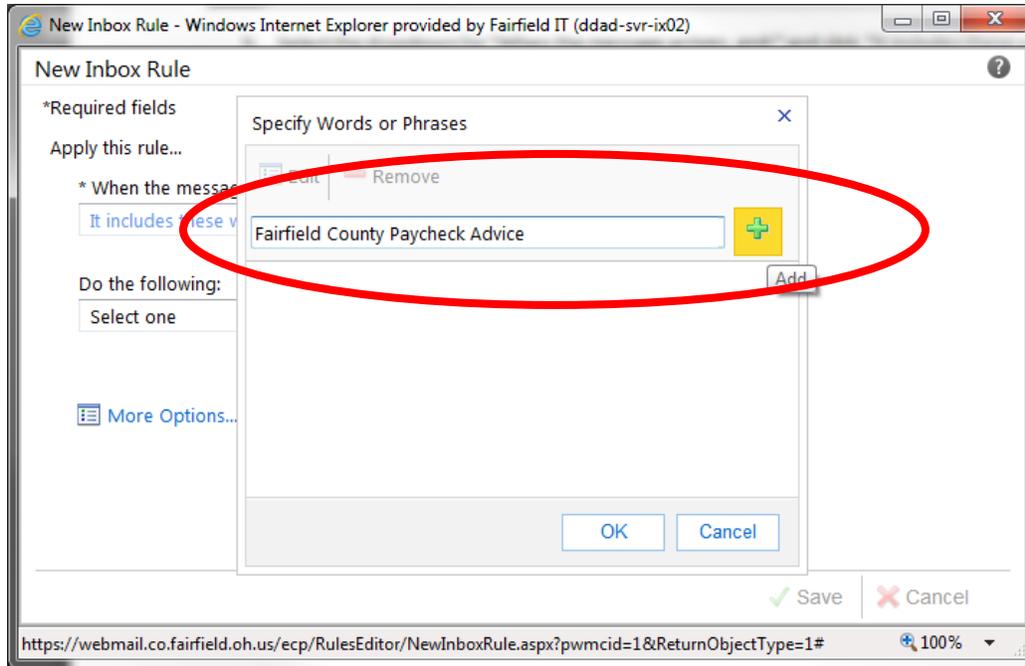
4. At this point, a new window will open to set the rules.



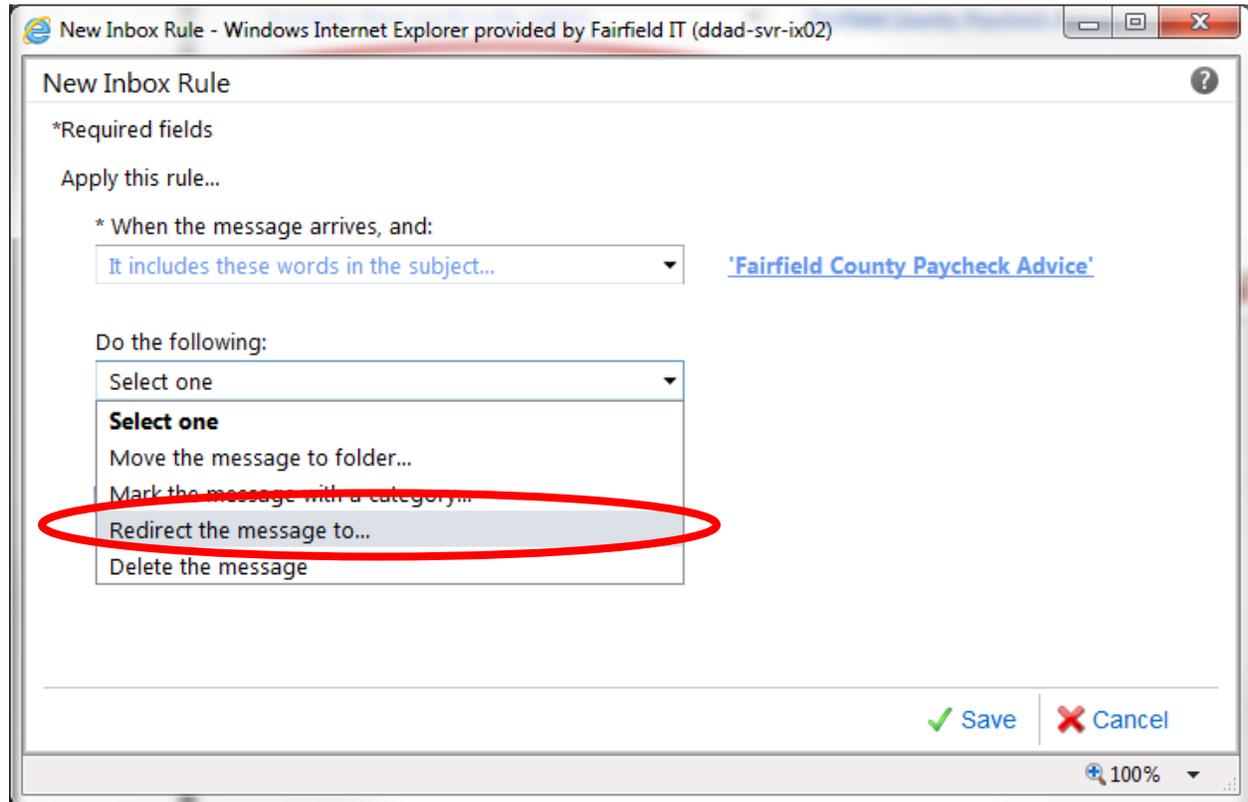
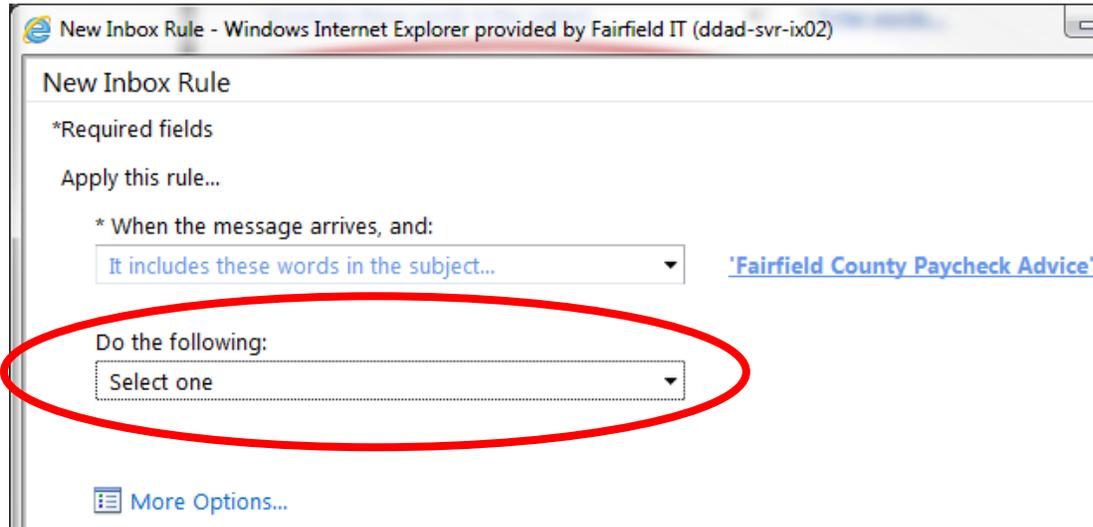
5. Select the dropdown for “When the message arrives, and:” and click “It includes these words in the subject...”



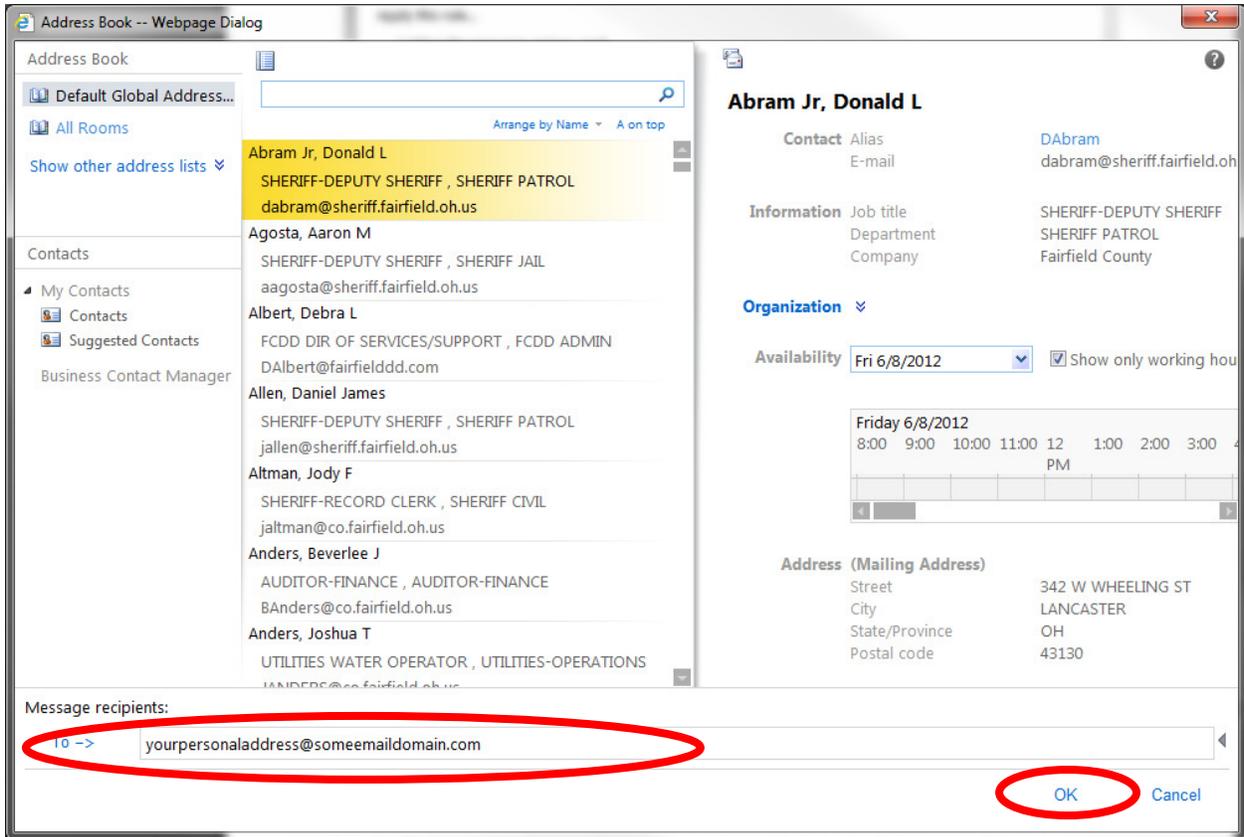
6. A new window will open where you will input the subject of the message to be forwarded. Enter “Fairfield County Paycheck Advice” in the box and click the  to add the subject to the rule. Then click OK.



7. 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 Paycheck Advice forwarded to in the To box at the bottom. Then click OK.



9. 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:

It includes these words in the subject... ['Fairfield County Paycheck Advice'](#)

Do the following:

Redirect the message to... ['yourpersonaladdress@someemaildomain....'](#)

[More Options...](#)

[Save](#) [Cancel](#)

100%

10. Click Save and your new rule will be active. You can now close out of Outlook Web App.