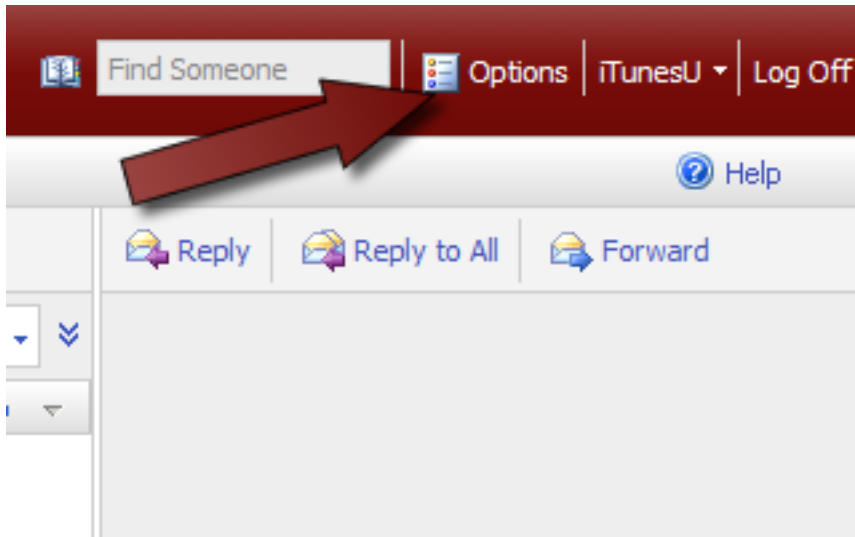


# Redirecting Email in OWA

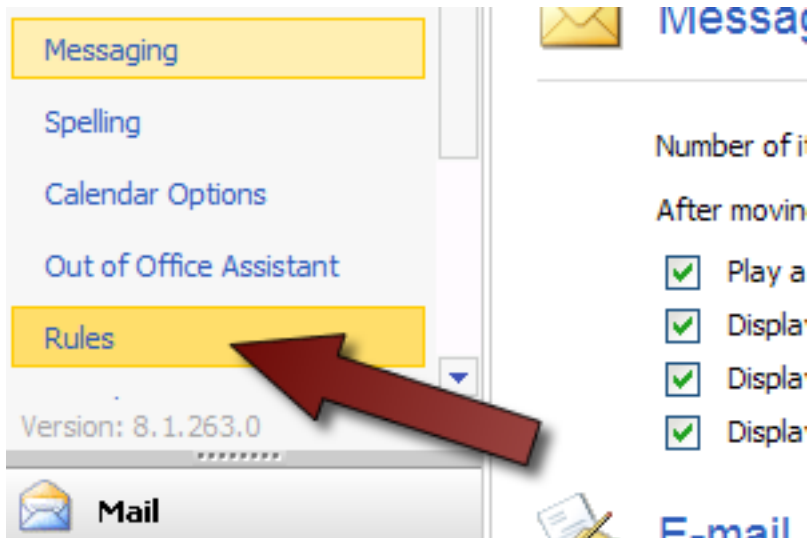
Please follow the step below to redirect your incoming email to another email account through OWA.

\*\*You will need to use Internet Explorer 6.0 or higher to redirect your email. Web browsers such as Google Chrome or Firefox will not show the "Rules" option. Once the rule has been made you will not need to use Internet Explorer.

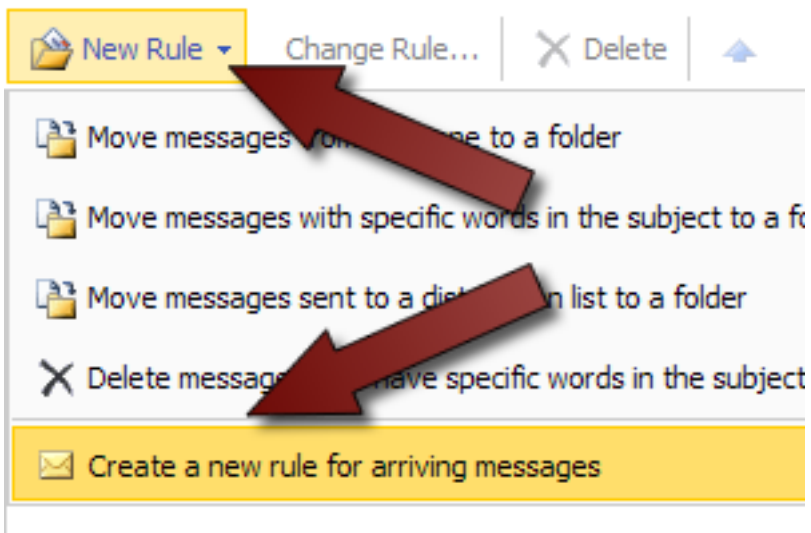
1. Click **Options** in the upper right hand corner of the screen.



2. Click **Rules** in the choices on the left.



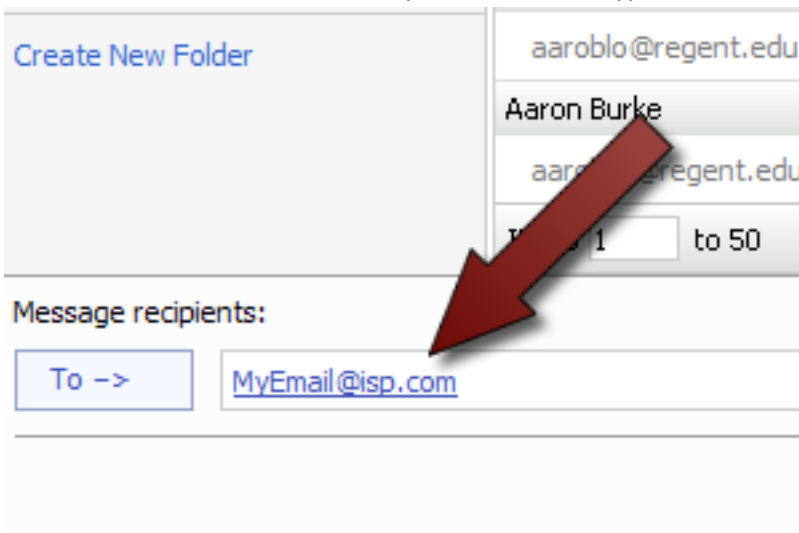
3. Click on the **New Rule** button and then **Create a new rule for arriving messages**



4. Click **Forward or redirect...** then check the box for **Redirect the message to people or distribution lists**



5. Select a name from the GAL or your contacts or type an email address into the **To ->** box and click **OK**



6. Click on the link for **Move, copy, or delete...** and click the check box next to **Delete**

**Do the following**

- Forward or redirect...
- **Move, copy, or delete...**

Ex

<input type="checkbox"/>	Move the message to the specified folder
<input type="checkbox"/>	Copy the message to the specified folder
<input checked="" type="checkbox"/>	Delete the message

7. Type a name for your rule in the **Name:** box and click **Save**

Apply this rule after the message arrives  
redirect it to [MyEmail@isp.com](mailto:MyEmail@isp.com)

If the message is...

If the message size or date range...

**Do the following**

- Forward or redirect...  
Move, copy, or delete...  
Perform other actions...

**Exceptions** ∨

Name: My Forward

Save

Cancel

8. You should see your new rule listed in the list of rules.



## Rules

New Rule ∨ Change Rule... | X Delete

Rule (applied in the order shown)

☒ My Forward