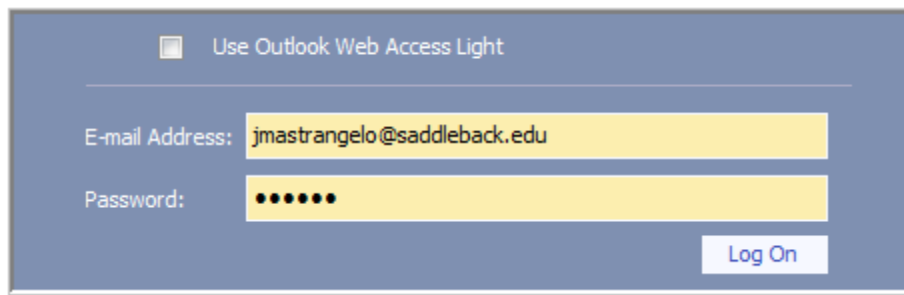


This is a step by step procedure on how to set up you Microsoft Exchange Account so that your email is forwarded to another account.

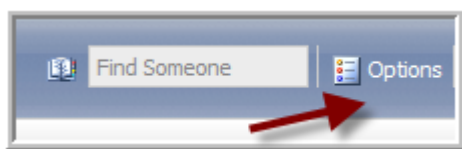
Open up Outlook web mail by going to <http://exchange.socccd.edu>

Log in with your full email address and the password you use to log onto your work computer.

Network Logon



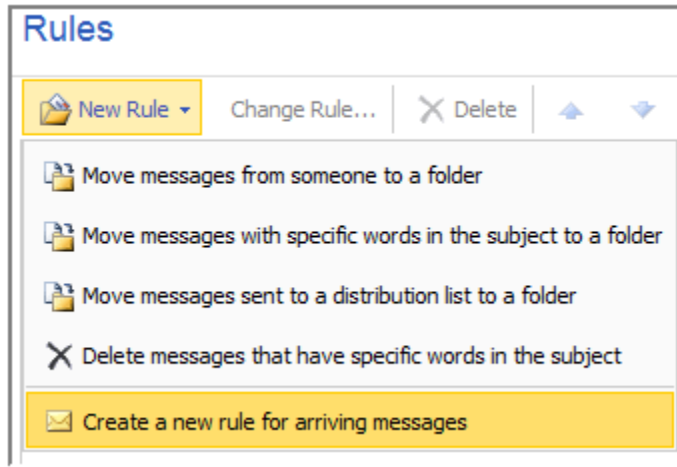
With Outlook Web mail open, go to the Options button at the top right



Select Rules, New Rules

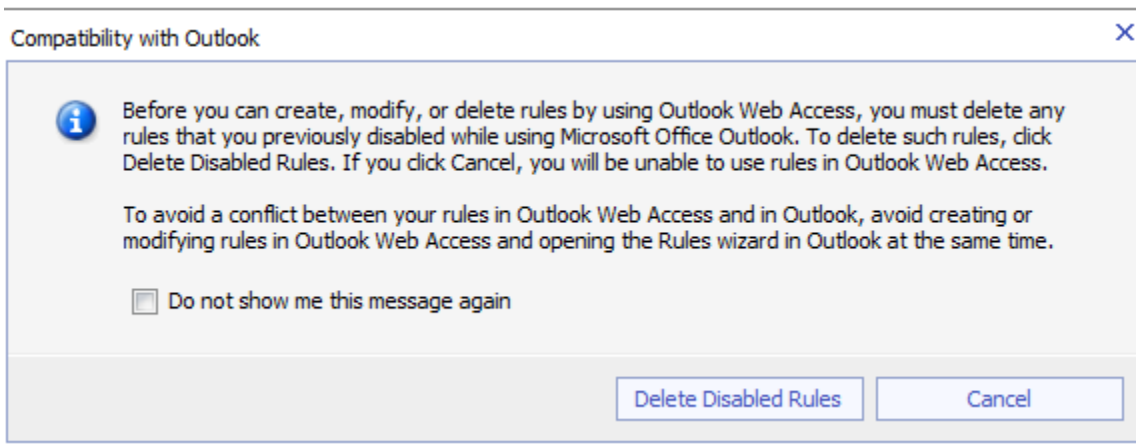


Select Create a new rule for arriving messages

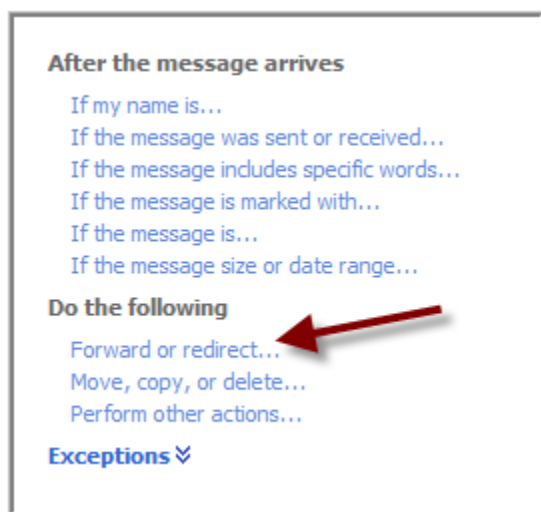


If the message below comes up,

Select Delete Disabled Rules



Select Forward or redirect



Check Forward the message to people or distribution lists

The screenshot shows a rule configuration window. On the left, under 'Rule Description', it says 'Apply this rule after the message arrives forward it to [people or distribution lists](#)'. A red arrow points from this text to the 'Do the following' section on the right. The 'After the message arrives' section lists several conditions: 'If my name is...', 'If the message was sent or received...', 'If the message includes specific words...', 'If the message is marked with...', 'If the message is...', and 'If the message size or date range...'. Below this, the 'Do the following' section has a list with one item: 'Forward or redirect...'. Underneath, there are three checkboxes: the first is checked and labeled 'Forward the message to people or distribution lists', the second is unchecked and labeled 'Redirect the message to people or distribution lists', and the third is unchecked and labeled 'Forward the message as an attachment to people or distribution lists'.

The screenshot shows the 'Rule Description' section of the rule configuration window. It contains the text: 'You can select this if you want to access your contacts'. Below this, it says 'Apply this rule after the message arrives forward it to [people or distribution lists](#)'. A red arrow points from this text towards the bottom right of the window.

Or you can type an email address at the bottom of the screen.

Select a person from your distribution lists or type in their name.

The screenshot shows the 'Message recipients' field in Outlook. It has a 'To ->' button on the left and a text input field containing the email address 'jmastrangelo@cox.net'. A red arrow points from the right side of the input field towards the left.

Select Save after you have typed in an email or selected from the distribution list.

The screenshot shows the 'Name' field at the bottom of the Outlook interface. The text 'jmastrangelo@cox.net' is entered in the field. To the right of the field are two buttons: 'Save' and 'Cancel'. A red arrow points from the right side of the 'Name' field towards the 'Save' button.