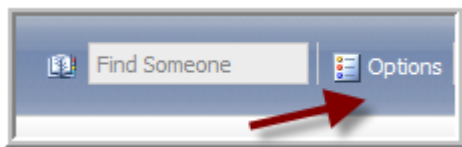
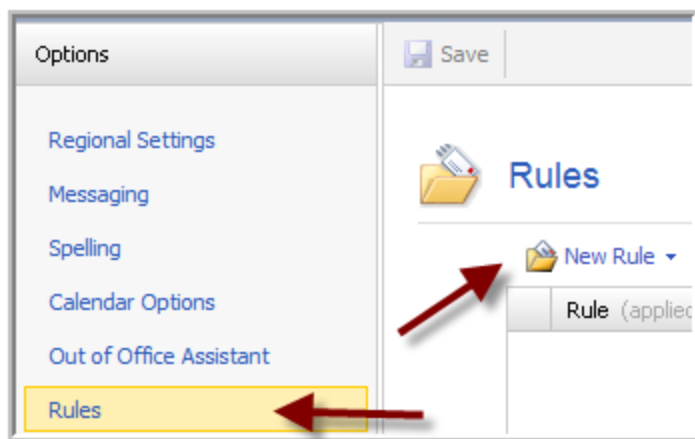


Forwarding Email Outlook Web Access 2008

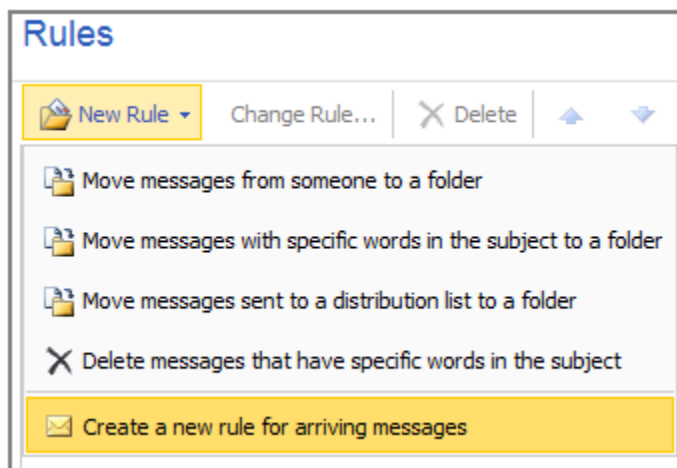
Log onto the Outlook Web Access Email and select Options on the upper right part of the screen.



Select Rules on the Left side

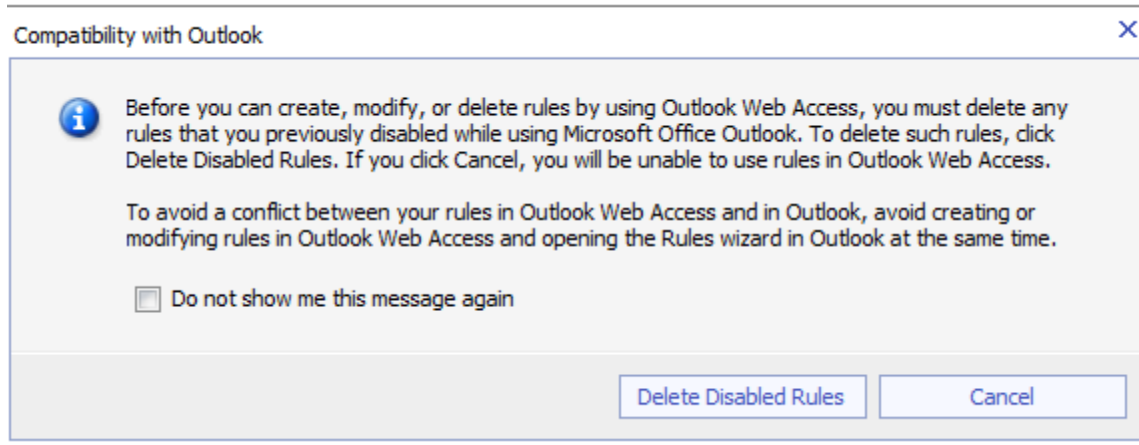


Select Create a new rule for arriving messages

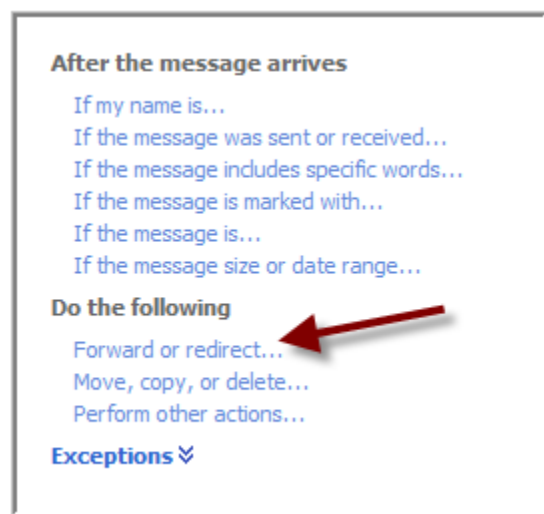


Forwarding Email Outlook Web Access 2008

Select Delete Disabled Rules if it appears. This message does not always appear.



Select Forward or redirect



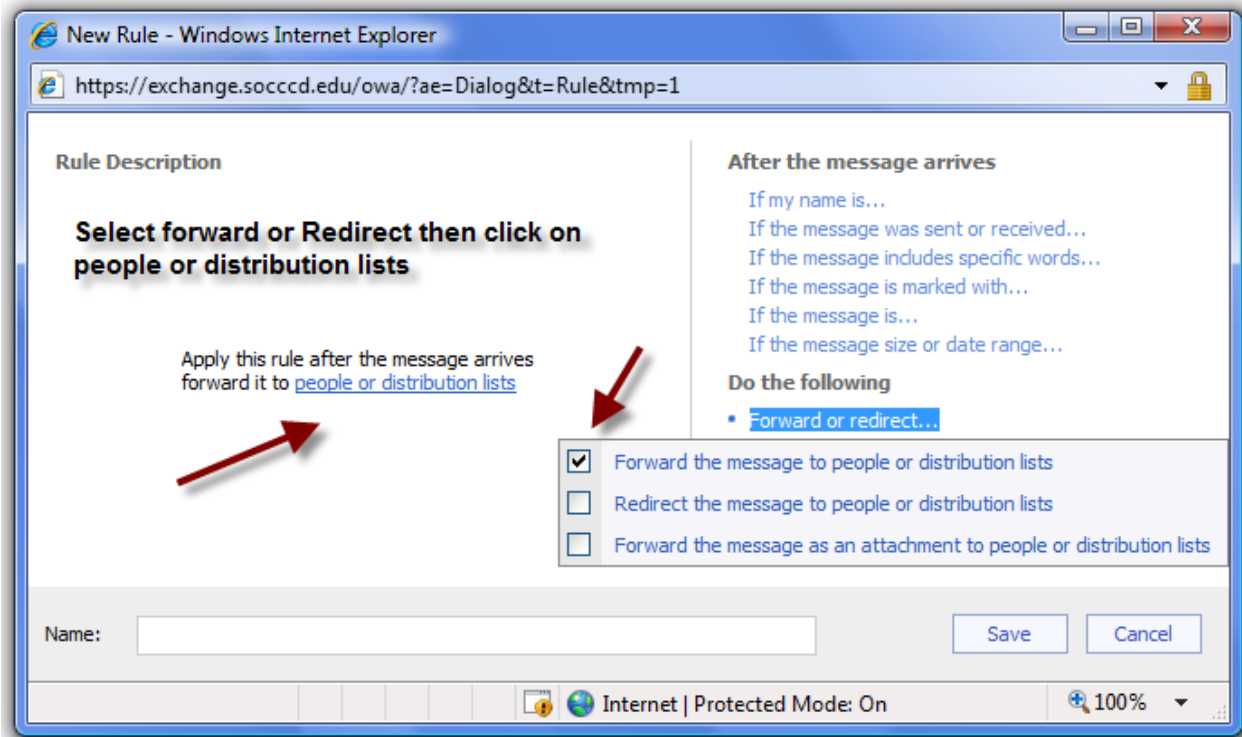
Check Redirect the message to people or distribution lists

Please note that Redirect will send the email to your alternate email but there will **not** be one left on the Outlook Exchange Server. You will be able to reply to all of the senders by hitting reply with this.

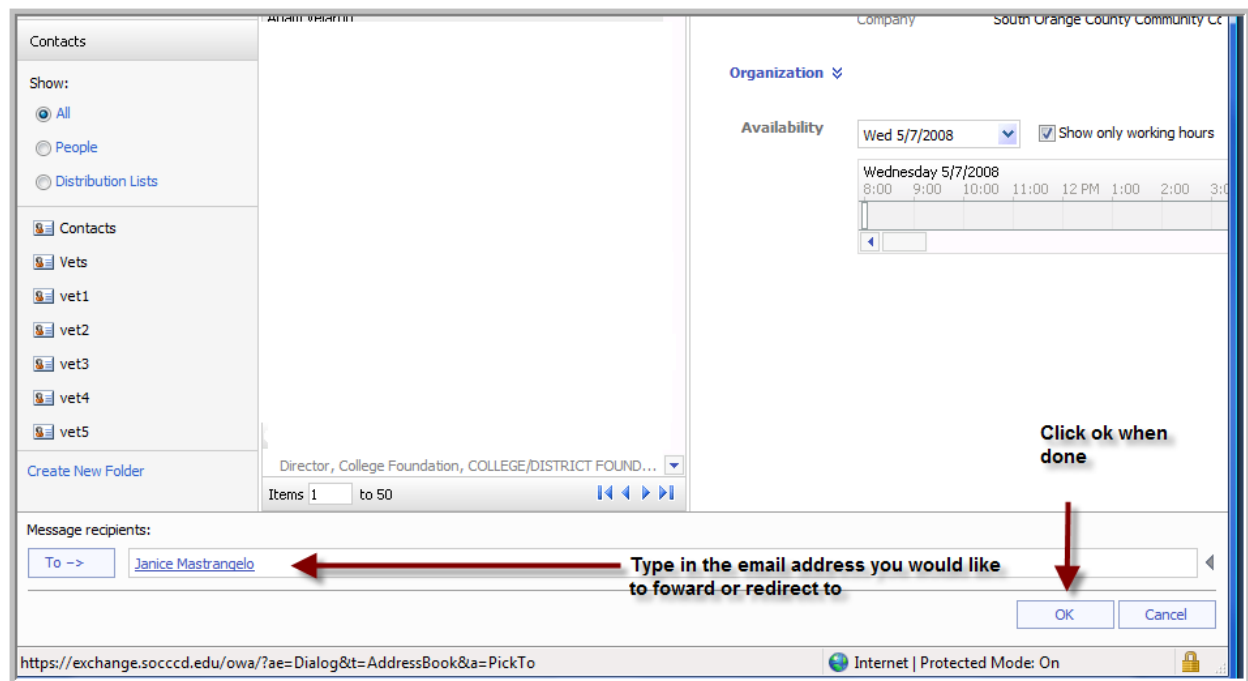
Forward will send a forwarded copy to you alternate email. If you try to reply from your alternate email it will just go back to yourself.

Forwarding Email Outlook Web Access 2008

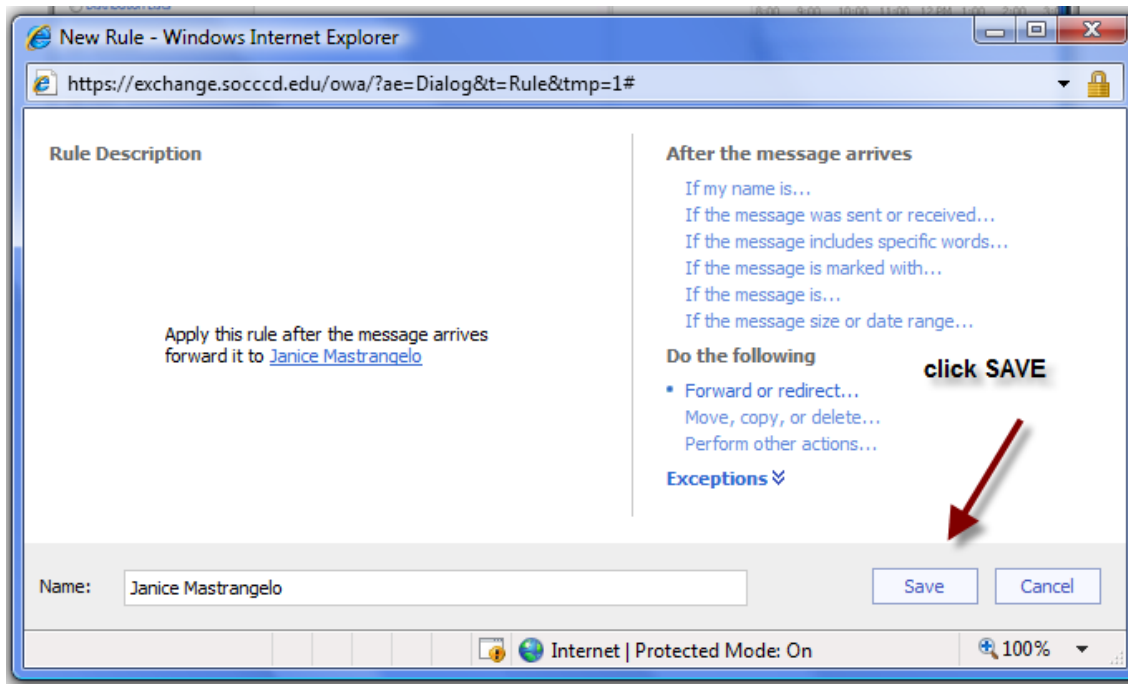
Select a person from your distribution lists or type in their name.



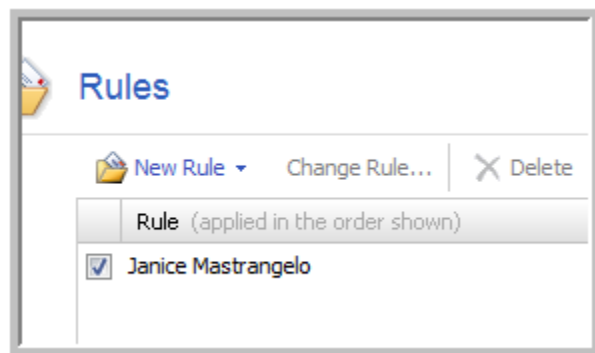
Type in the email address you would like to have your email forwarded to. Then select ok



Forwarding Email Outlook Web Access 2008



Then select ok. When you return, your new rule will be displayed.



Select the mail icon on the left navigation pane to get back to your email.

