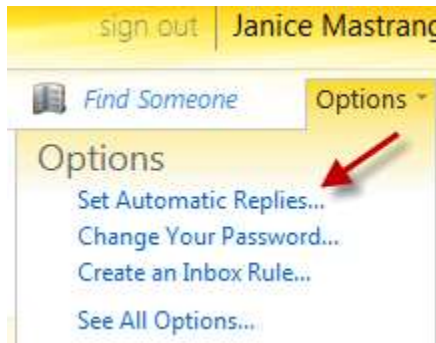


## Forwarding Email Exchange

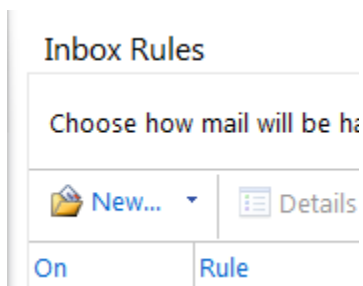
Log into your webmail and then once launched, go to the upper right corner select Options and Set Automatic replies



Click on Inbox rules



Click on New



New Inbox Rule - Windows Internet Explorer

### New Inbox Rule


**\*Required fields**      **Select your options**

Apply this rule...

\* When the message arrives, and:  
My name is in the To or Cc box

Do the following:  
Redirect the message to...

[\\* Select people...](#)

 More Options...

Enter the email address that you want the message to go to

Message recipients:

To ->

Click on OK

Click Save

