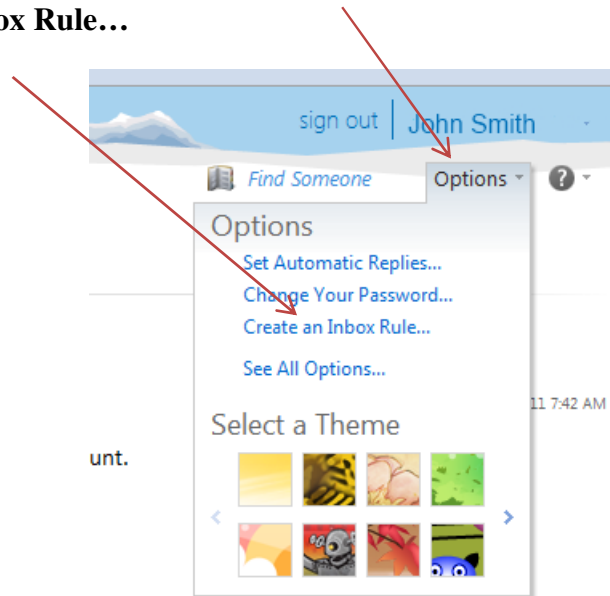
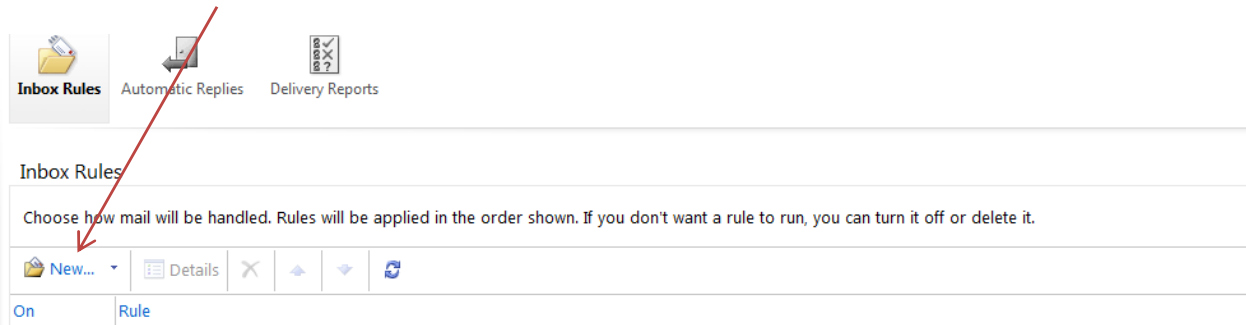


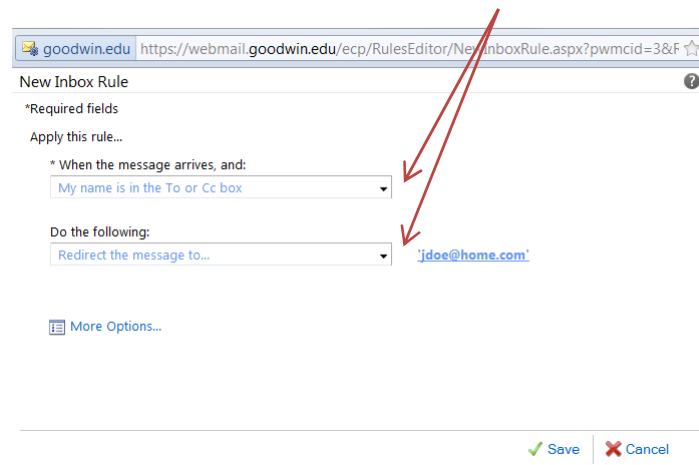
1. Log into Outlook web access from the Faculty / Staff page.
2. In the upper right hand corner select **OPTIONS** and from the drop down box click on **Create an Inbox Rule...**



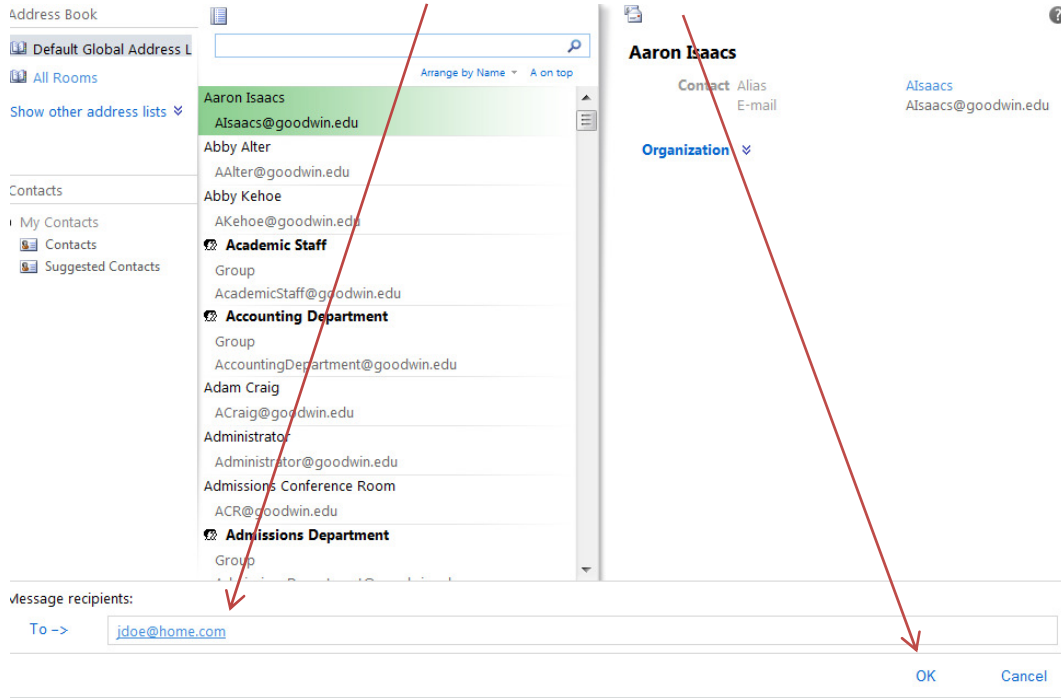
3. Select **New** from the tool bar



4. Fill in the pull down boxes by clicking on the arrow next to the pull down box.



- When you select Redirect the message to... a pop up box will appear with the global address list. If you are redirecting to an off campus email account type in the address in the Message recipients' To -> box. Click **OK**.



- The rule will now appear in the rules list and will forward mail addressed to you to the account you gave it.

- Click on **Mail** in the upper left hand corner to return to your mailbox.

