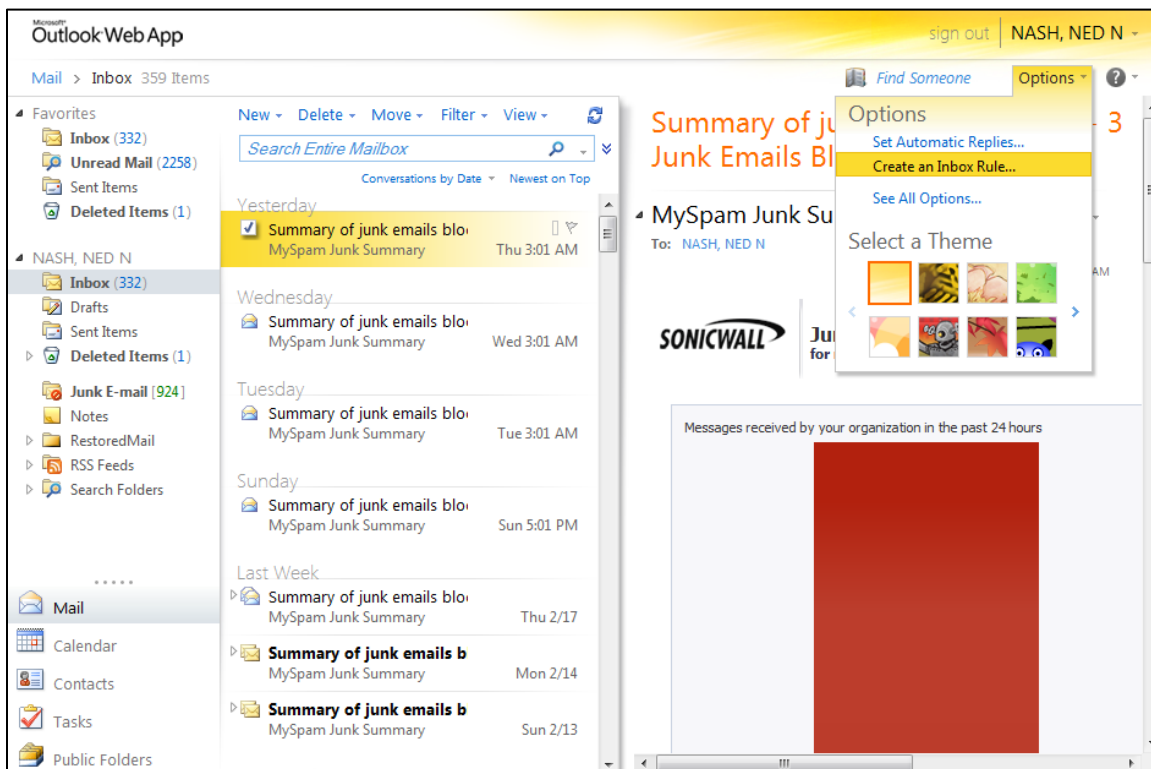
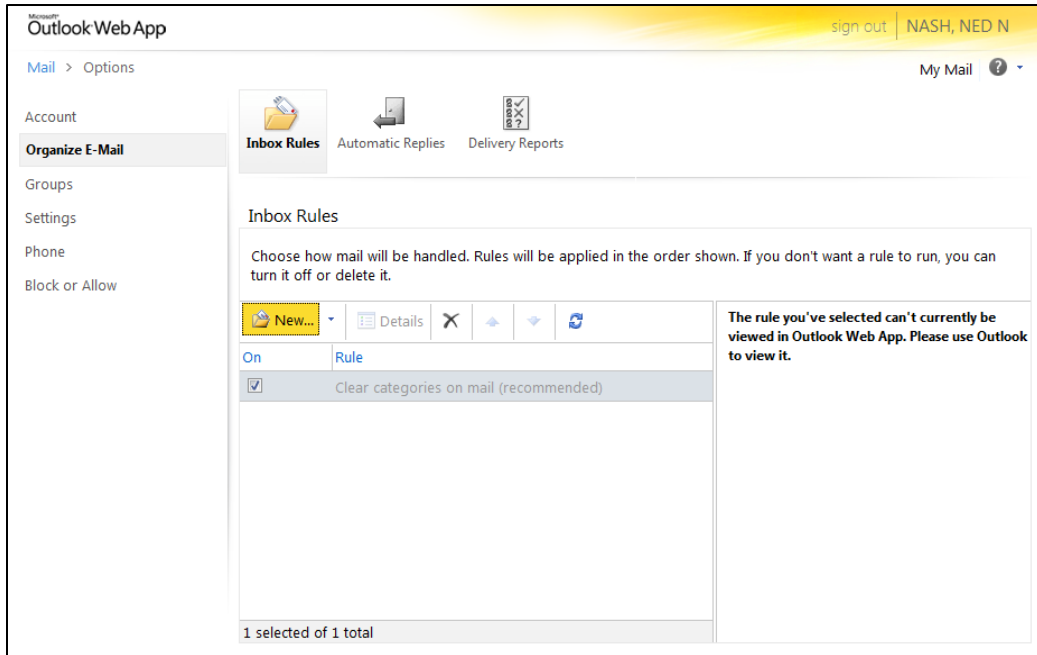


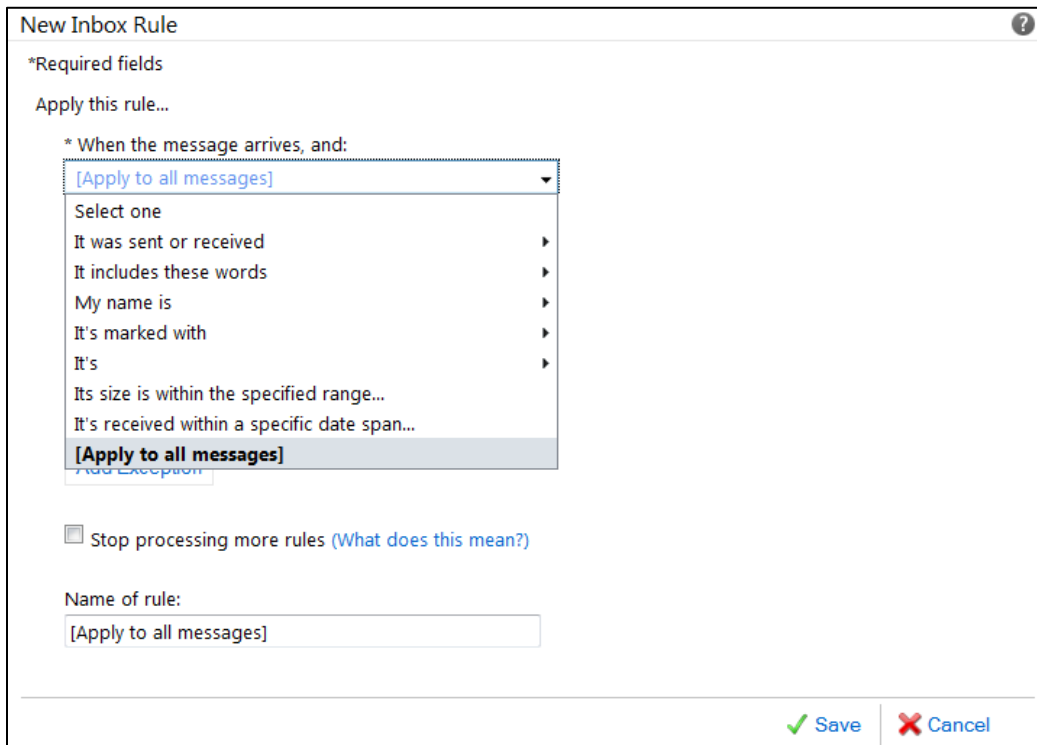
Instructions for Forwarding Email to a Different Address In Outlook Web Access



1. Log into Outlook Web Access.
2. Click on **Options**.
3. Choose **Create an Inbox Rule** from the drop down menu.



4. Click on **New**.



5. Choose **[Apply to all messages]** from the ***When the message arrives, and:** drop down menu.

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Add Condition

Do the following:

Select one

- Select one
- Move, copy, or delete
- Mark the message
- Forward, redirect, or send**
- Add Exception

Redirect the message to...

Forward the message to...

Forward the message as an attachment to...

Stop processing more rules (What does this mean?)

Name of rule:

[Apply to all messages]

Save Cancel

6. Select **Forward, redirect, or send** from the "Do the following:" drop down menu.
7. Select **Forward the message to** from the sub drop down menu.

Address Book

USC Global Address List

Arrange by Name A on top

001 MAC, CAS G
CASG001M@mailbox.sc.edu

002 MAC, CAS G
CASG002M@mailbox.sc.edu

003 MAC, CAS G
CASG003M@mailbox.sc.edu

003 PC, CAS G
CASG003P@mailbox.sc.edu

01 FORD TAURUS, USCB
BFT01TAR@uscb.edu

06 VAN, USCB
BFT06VAN@uscb.edu

107 CONFERENCE ROOM, FOUNDATIONS
107CONF@mailbox.sc.edu

107 SEMINAR, PUB HEALTH
PH107SEM@mailbox.sc.edu

150 PC, CAS G
CASG150P@mailbox.sc.edu

1731 CONFERENCE ROOM, COSW
1731CONF@mailbox.sc.edu

001 MAC, CAS G

Contact Alias CASG001M
E-mail CASG001M@mailbox.sc.edu
Office

Organization

Message recipients:

To -> you@youremailaddress.xyz

OK Cancel

8. Type the forwarding email address into the To -> field.
9. Click **OK**.

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Add Condition

Do the following:

Forward the message to... 'you@youremailaddress.xyz'

Add Action

Except if:

Add Exception

Stop processing more rules (What does this mean?)

Name of rule:

[Apply to all messages]

Save Cancel

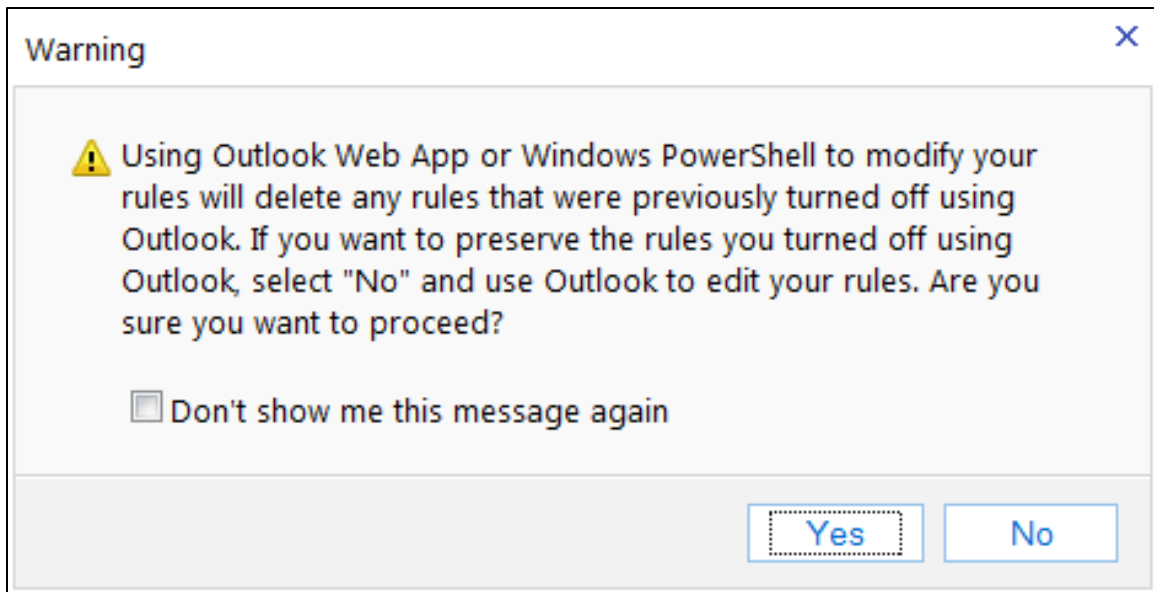
10. Click **Save**.

Warning

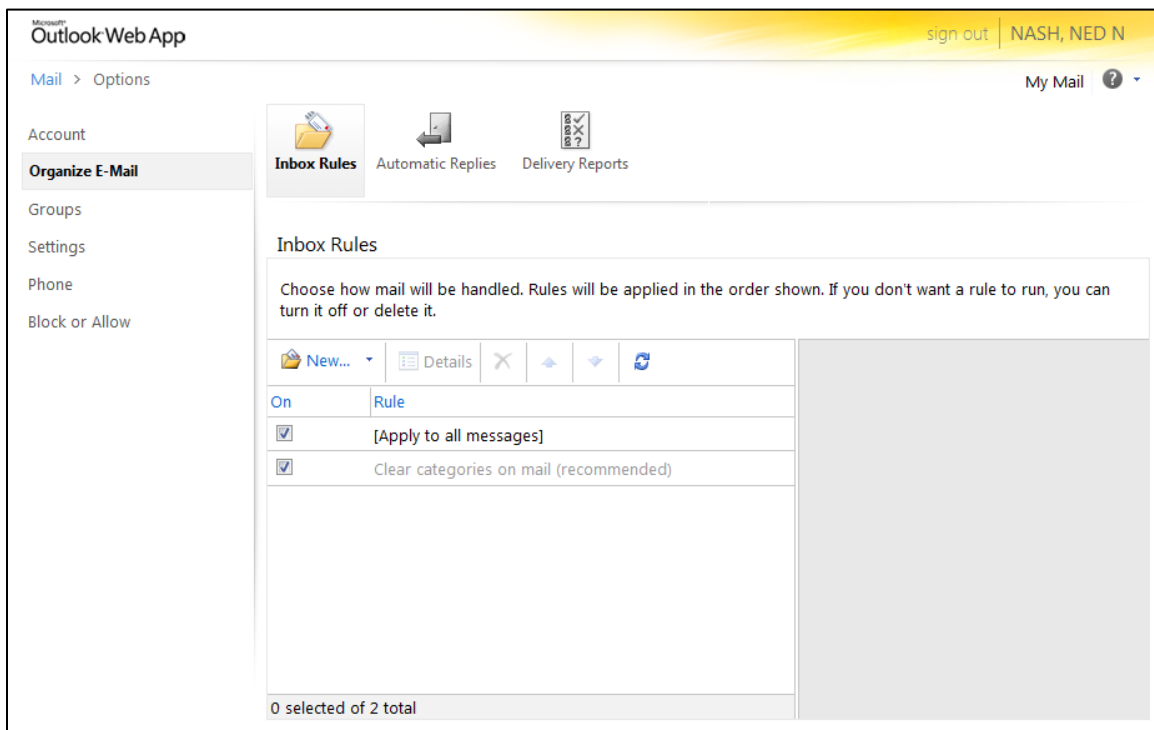
⚠ Do you want this rule to apply to all future messages?

Yes No

11. Click **Yes**.



12. If you see the above warning then click **Yes**. If not then skip this step.



13. Click **Mail** (in the upper lefthand corner) to return to your inbox.