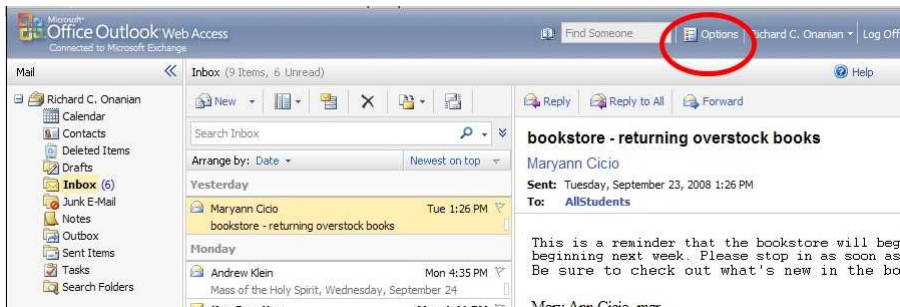
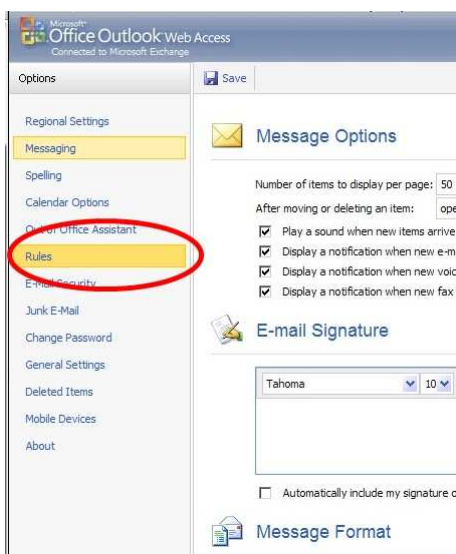


How to forward all your email to a new address (from Outlook Web Access)

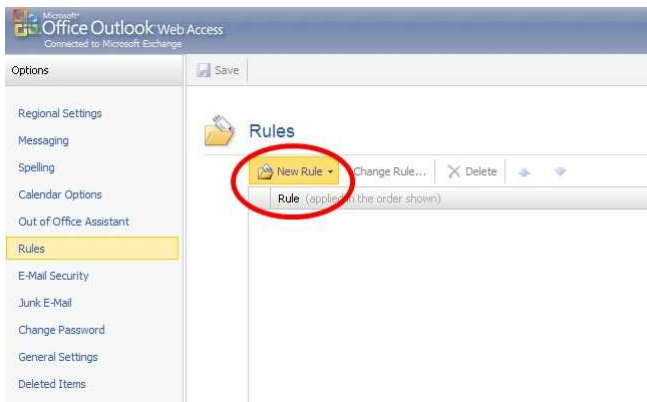
1. Login to Outlook Web Access normally, and click “Options” in the upper-right corner.



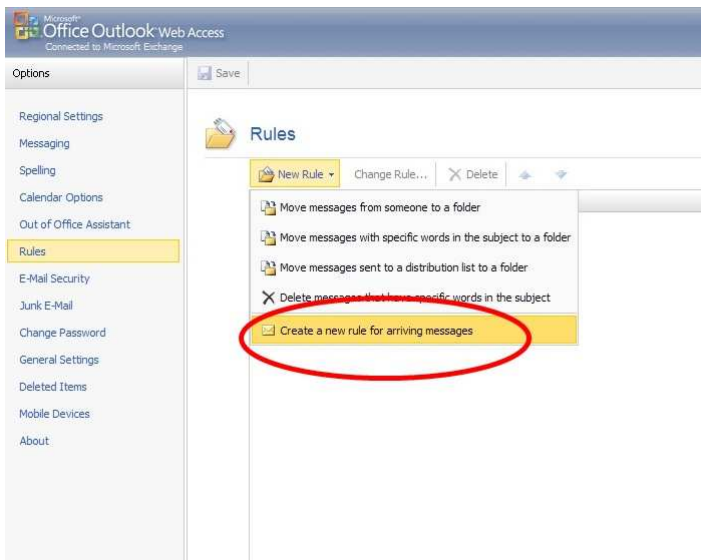
2. In the Options dialog, click “Rules”



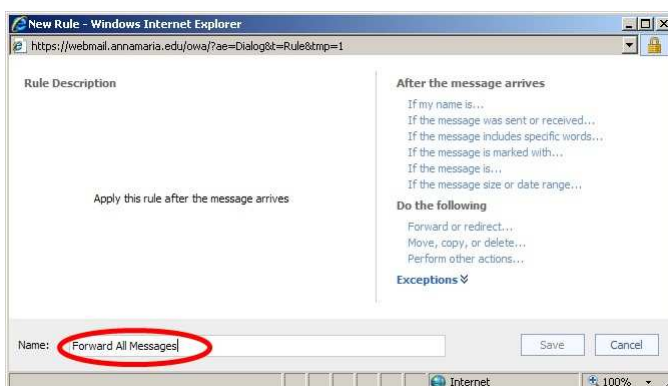
3. Click “New Rule”.



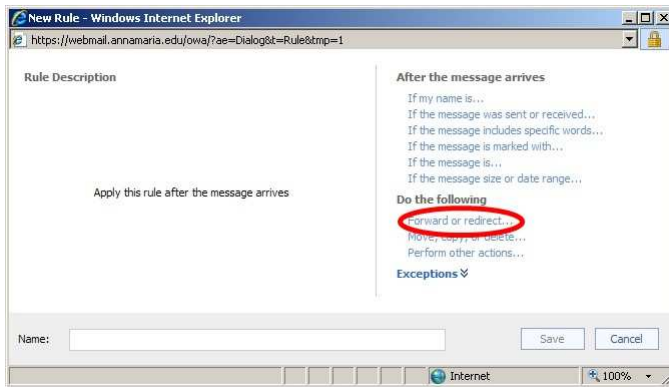
4. Click “Create New Rule For Arriving Messages”.



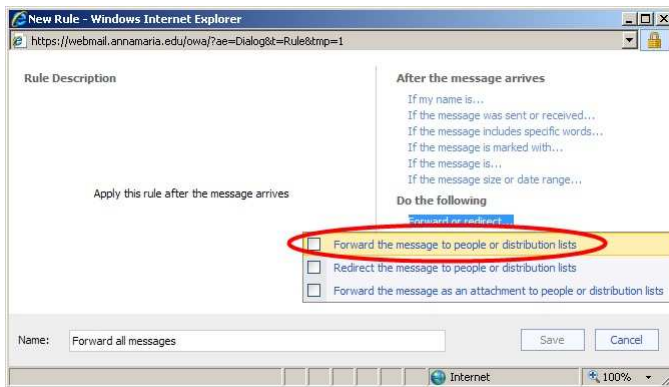
5. Enter a name for the rule. You can name it anything you want. I named mine “Forward All Messages”.



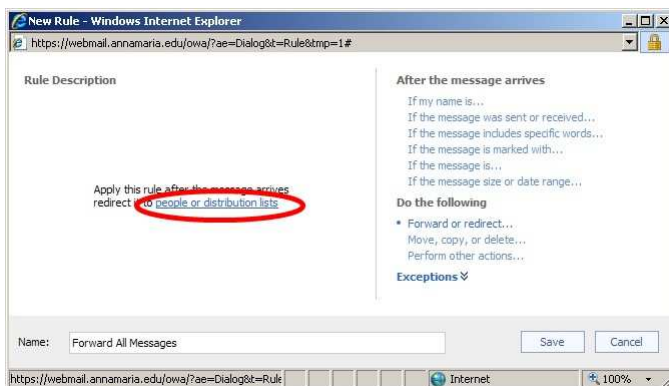
6. Click "Forward or redirect..."



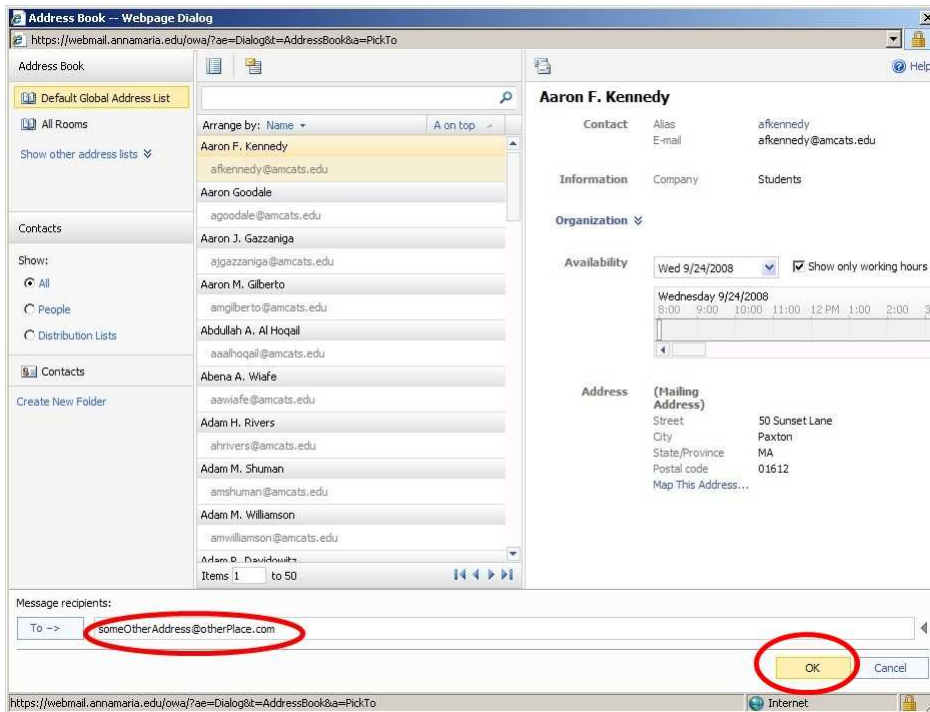
7. Choose "Forward the message to people or distribution lists"



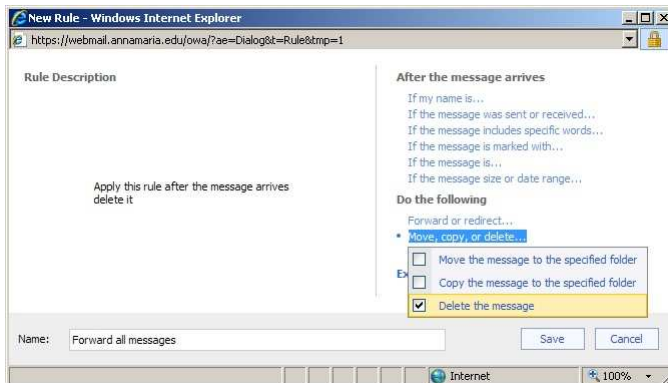
8. Click "people or distribution lists"



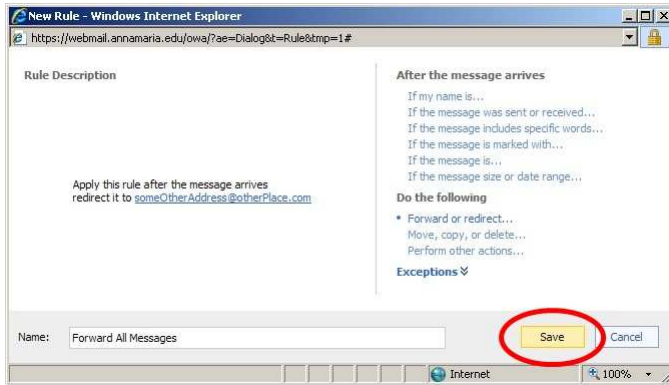
9. Enter the destination email address and click "OK".



10. **Optional:** You can also have the messages deleted after being forwarded. This will prevent your mailbox from filling up. If you don't have it automatically delete messages and you don't periodically login to Outlook Web Access to clear your mail, your mailbox will eventually become full and no mail will be received or forwarded.



11. Once you're done creating the rule, click "Save".



12. Outlook Web Access will prompt you to be sure that you're aware that your rule will affect ALL incoming messages. Click "OK".



13. You are done. Your email will now be forwarded to your other address, and if you chose the delete option then you won't need to login to Outlook Web Access to clean out your email.