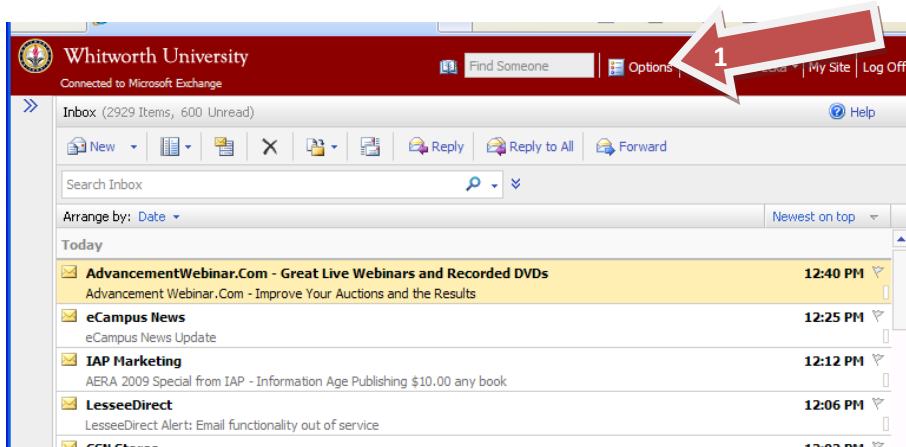
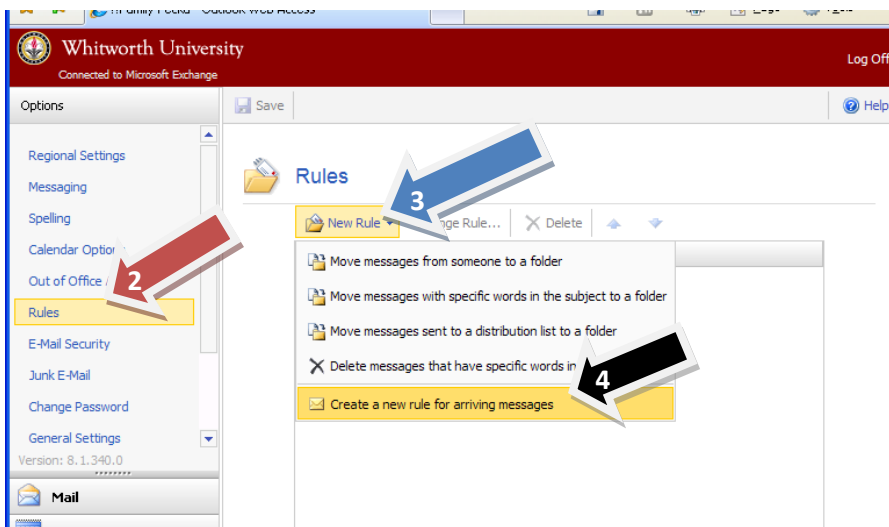


Setting up E-mail Redirection [You must use Microsoft Internet Explorer browser for this process.]



Log in to your Whitworth e-mail account via the web.

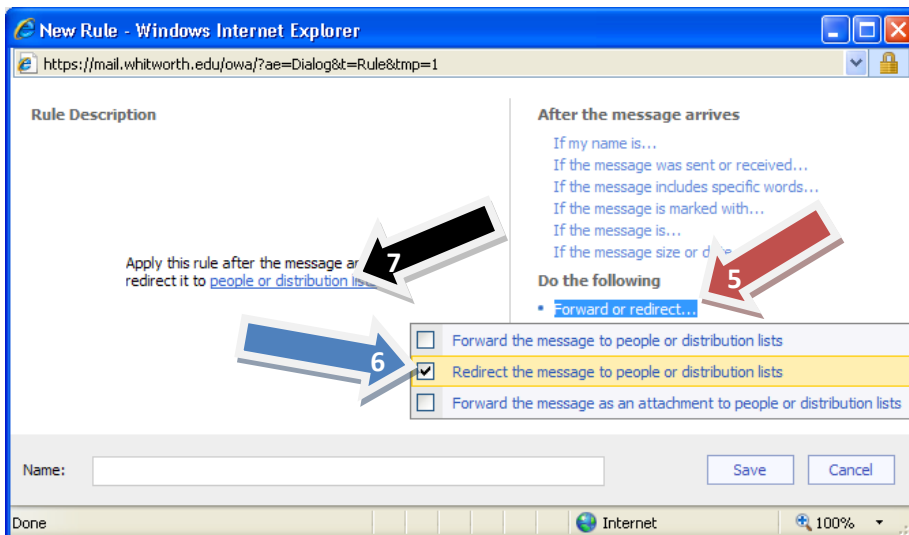
1. Once logged in to Outlook Web Access (WebMail), select the **Options** menu.



2. Select **Rules** from the list of Options.

3. Select the **New Rule** tab.

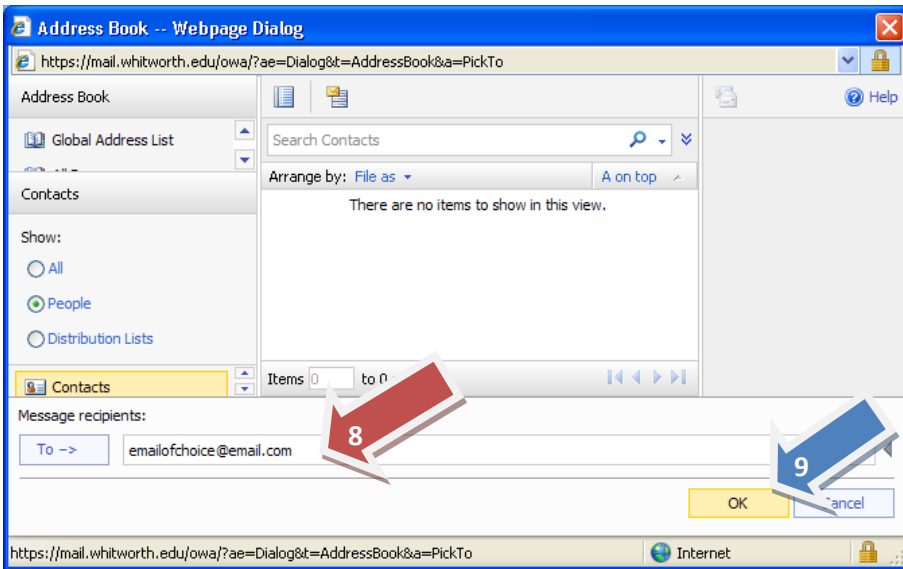
4. Select the last option in the list: **Create a new rule for arriving messages**.



5. Select: **Forward or redirect**

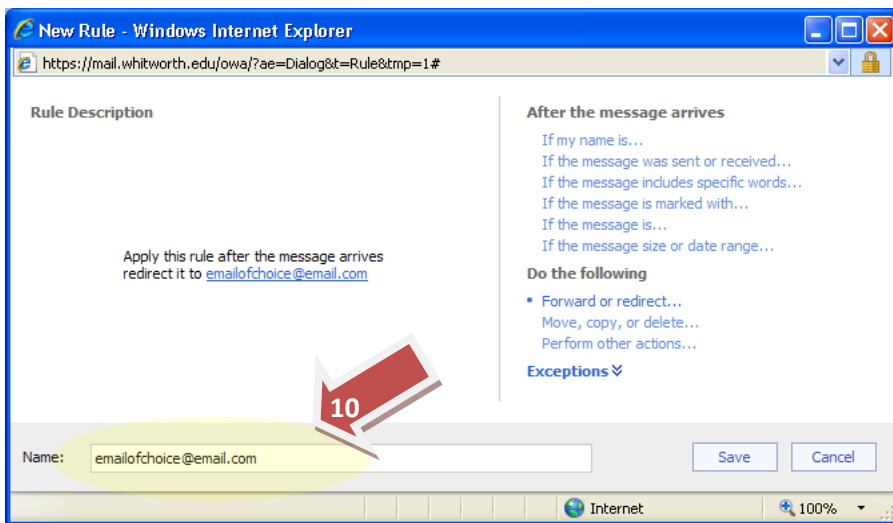
6. Click on the box next to: **Redirect the message to people or distribution lists**

7. Click on the text labeled: **people or distribution list**.

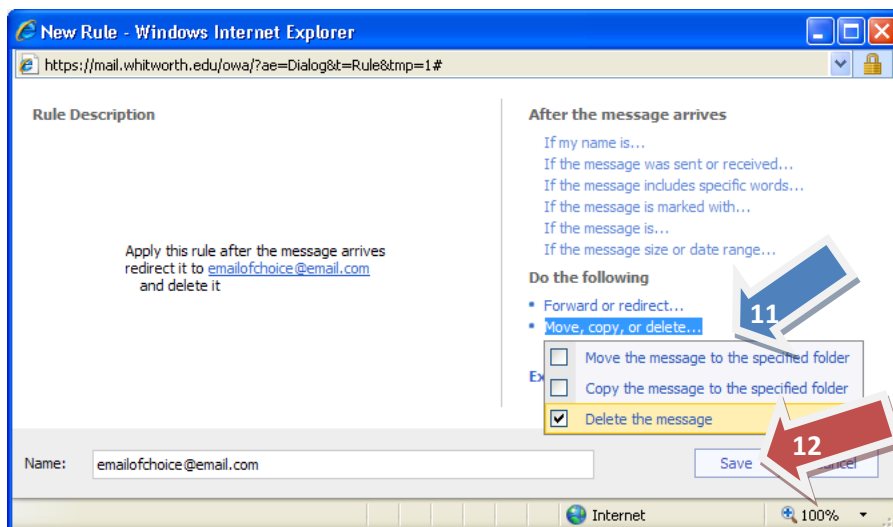


8. The dialog box will look similar to the one shown here. Go to the bottom of the dialog box and enter the desired e-mail address where your messages will be redirected.

9. Then click on the **OK** button.

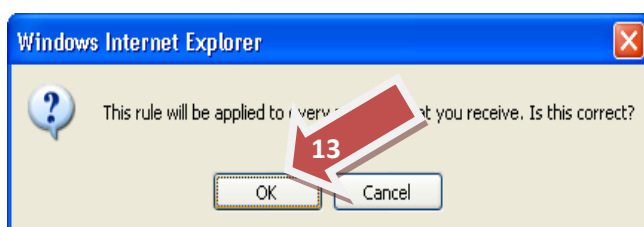


10. The name of the rule will be the same as the e-mail address you entered. If you'd like, you can give it another name by typing the name in the provide space.



11. Click on the **Move, copy, or delete...** option and click in the box for **Delete the message**. This will delete the redirected message from the Whitworth e-mail server after it has been redirected. If you do not want to delete the messages from the Whitworth server, skip this step.

12. Click on the **Save** button.



13. Click on the **OK** button to confirm this rule. The rule will now show up in the list of rules and will be applied to any new e-mail messages received. Click on the **Log Off** button to exit WebMail.