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.


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.