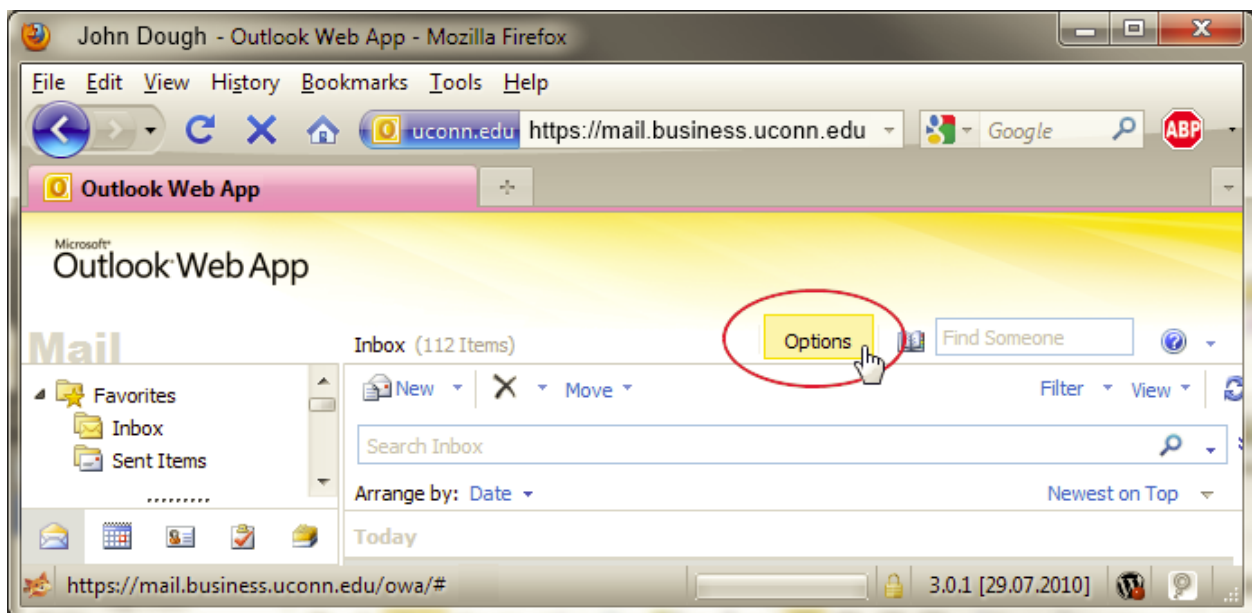
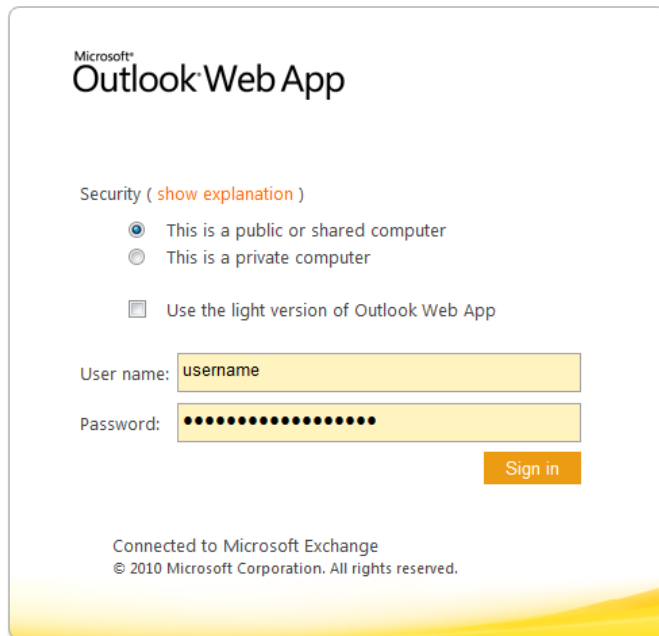


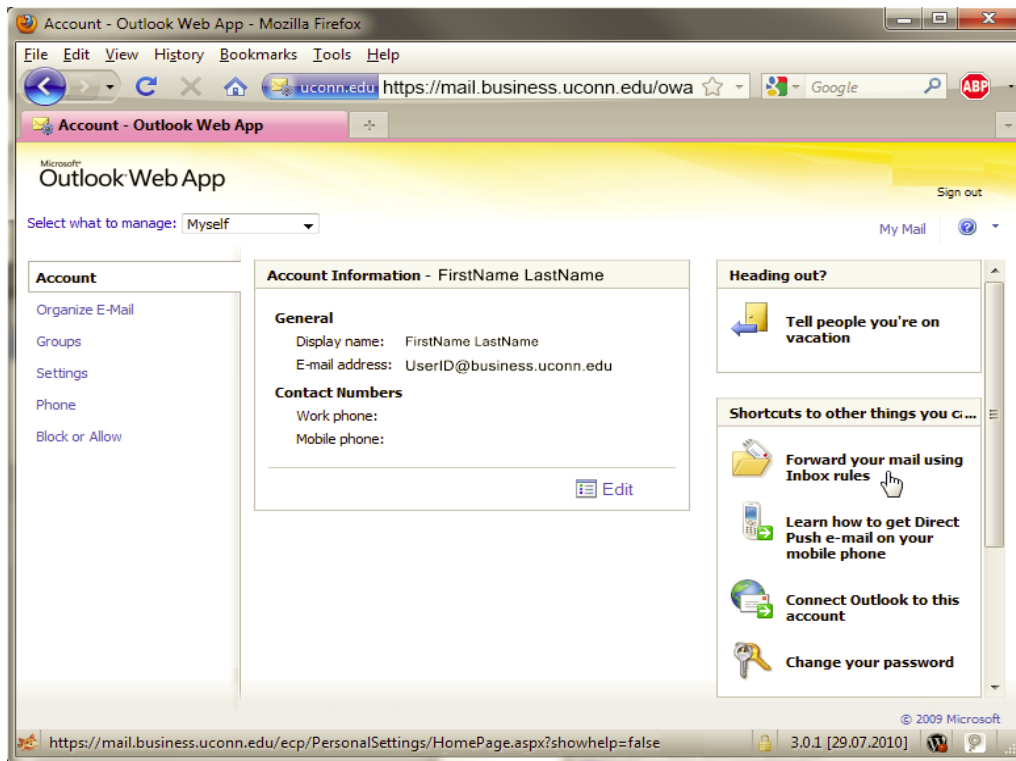
How to Redirect Email to a Different Address Using Outlook Web Access

Using either Outlook Web Access or the full version of Outlook, create a new contact. The new contact should contain the email address you want to forward mail to. In this example, mail is forwarded to a gmail account.

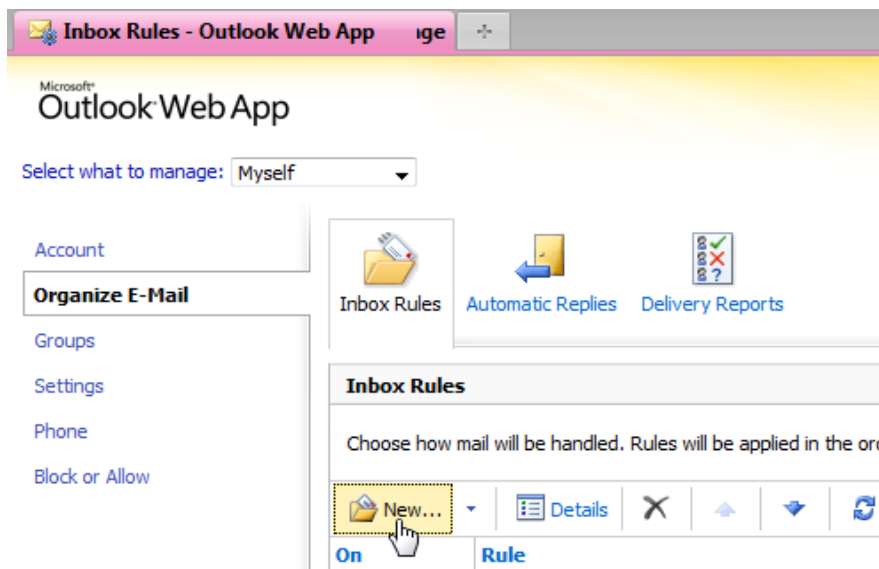
Log onto [OutlookWebAccess](#)



Click on **Options**



Select **Forward your mail using Inbox rules** found in the **Shortcuts to other things you can do** section



Click on **New..** to define a rule to enable forwarding

Edit rule: [Apply to all messages]

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to... 'ryan.gooding@raypec.org'

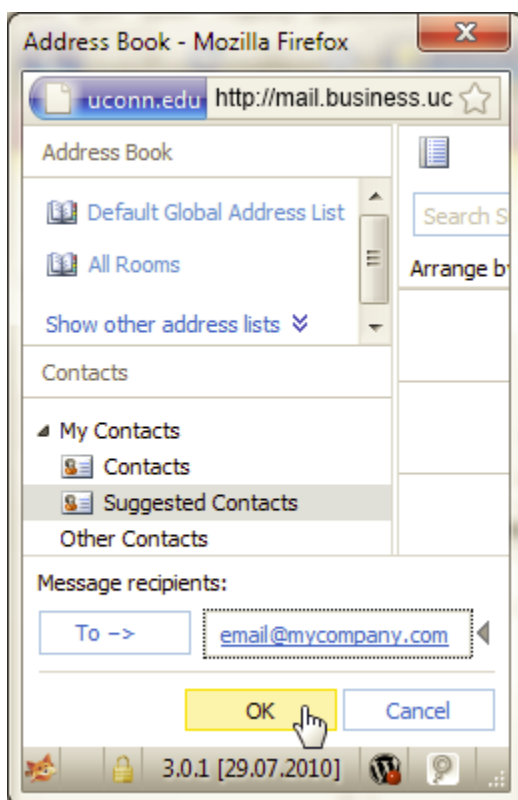
More Options...

In the **Apply this rule...** *When the message arrives, and: field

And select "**Apply to all messages**" from the available options

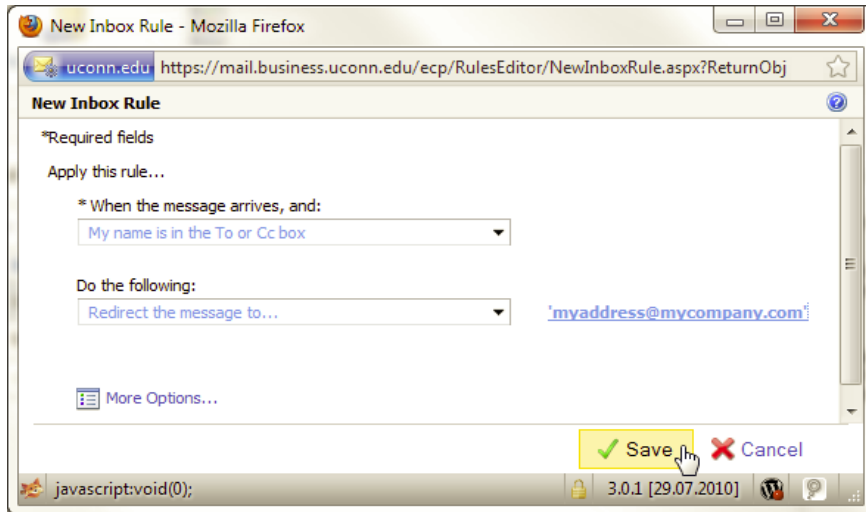
In the **Do the following:** field select "**Redirect the message to...**" from the available options

Click on **Select One...**



Click on **Suggested Contacts**. If you have ever sent an email from Outlook to your desired email forwarding address select it from that list. Or type the desired email address in the **To** ->

Click **OK**



Click the **Save** to implement the changes

Send a test message to verify the forwarding rule is working correctly