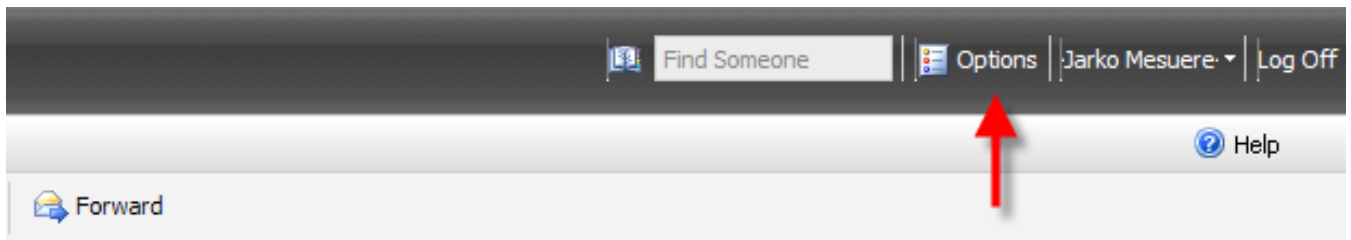


Create E-mail forwarding rules in Outlook Web Access (OWA)

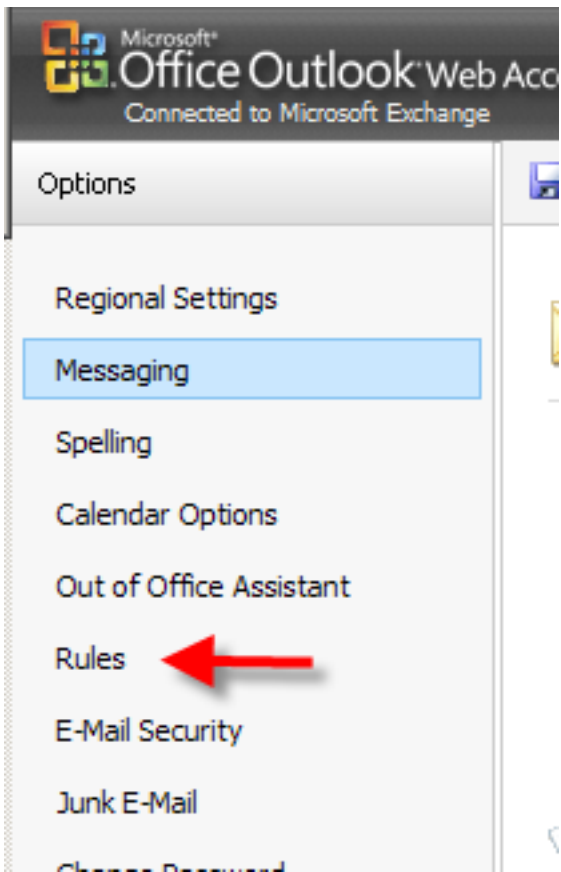
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1. Go to your OWA (Outlook Web Access) page, you will find the link in [MyAccount](#) . Click "Shared Hosting", "Read & send Mail" and click your webmail link. Log in with your user name and password.

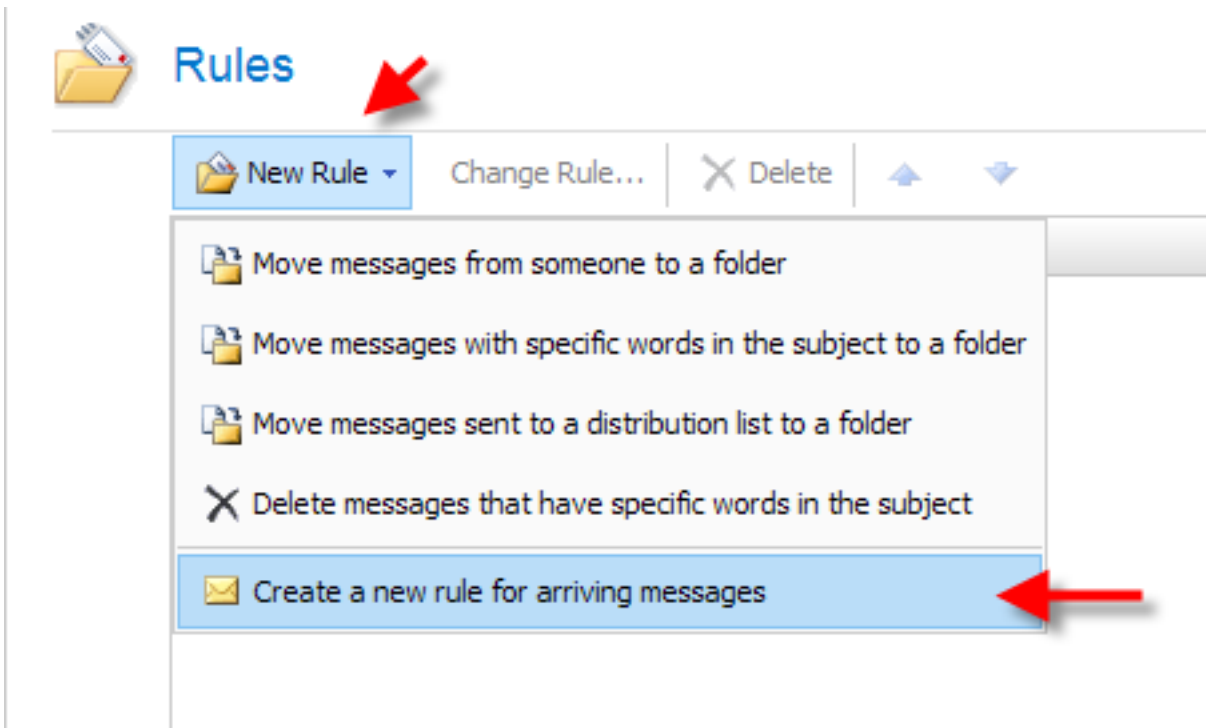
2. Click "Options" top right of the page.



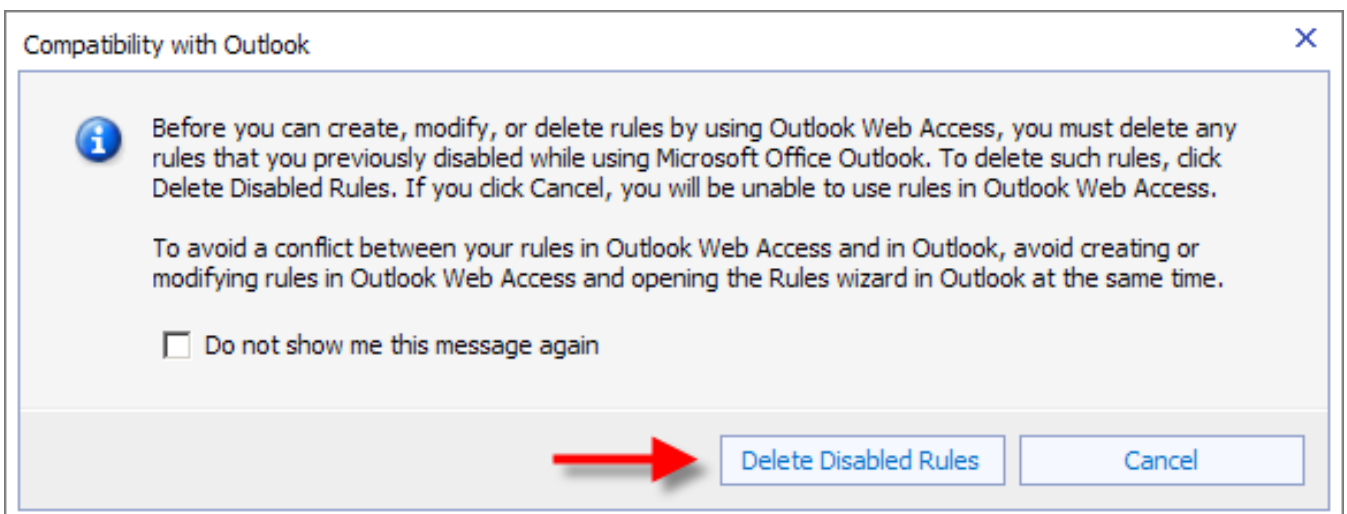
3. Click "Rules" in the left column .



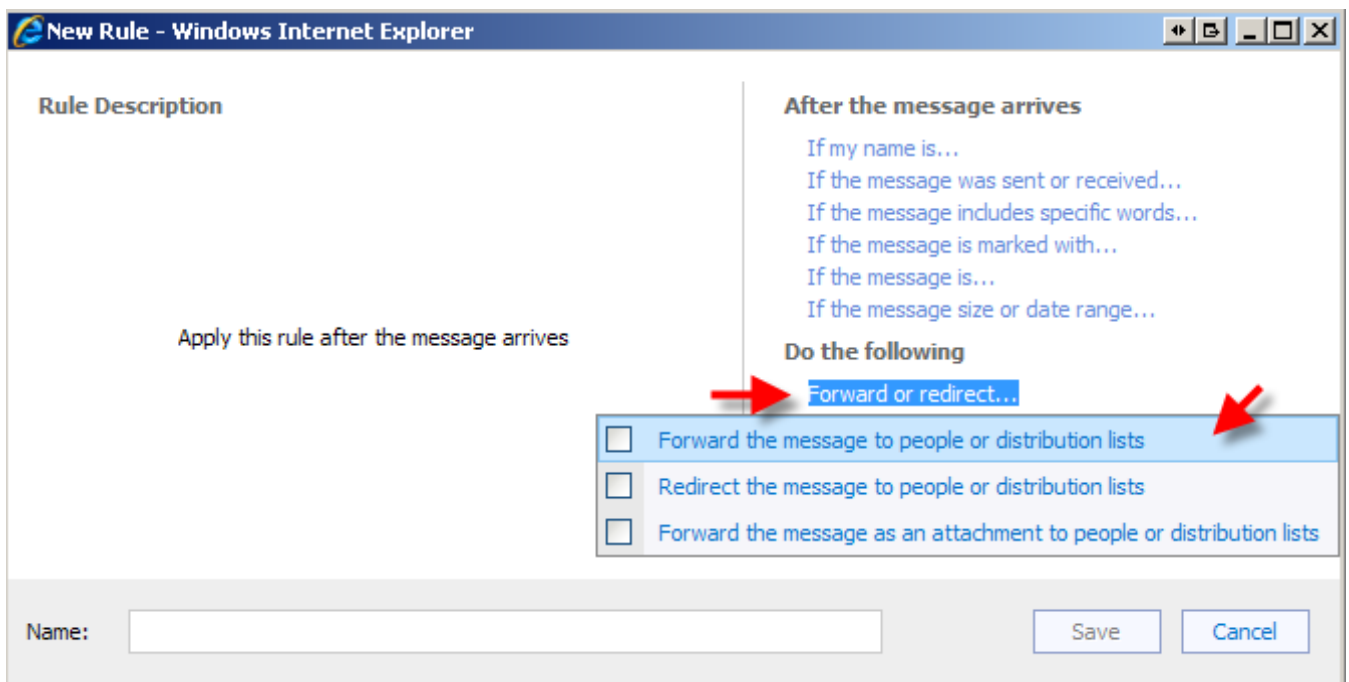
4. Choose "New Rule" in the middle column , and in the drop-down menu choose "Create a new rule for arriving messages".



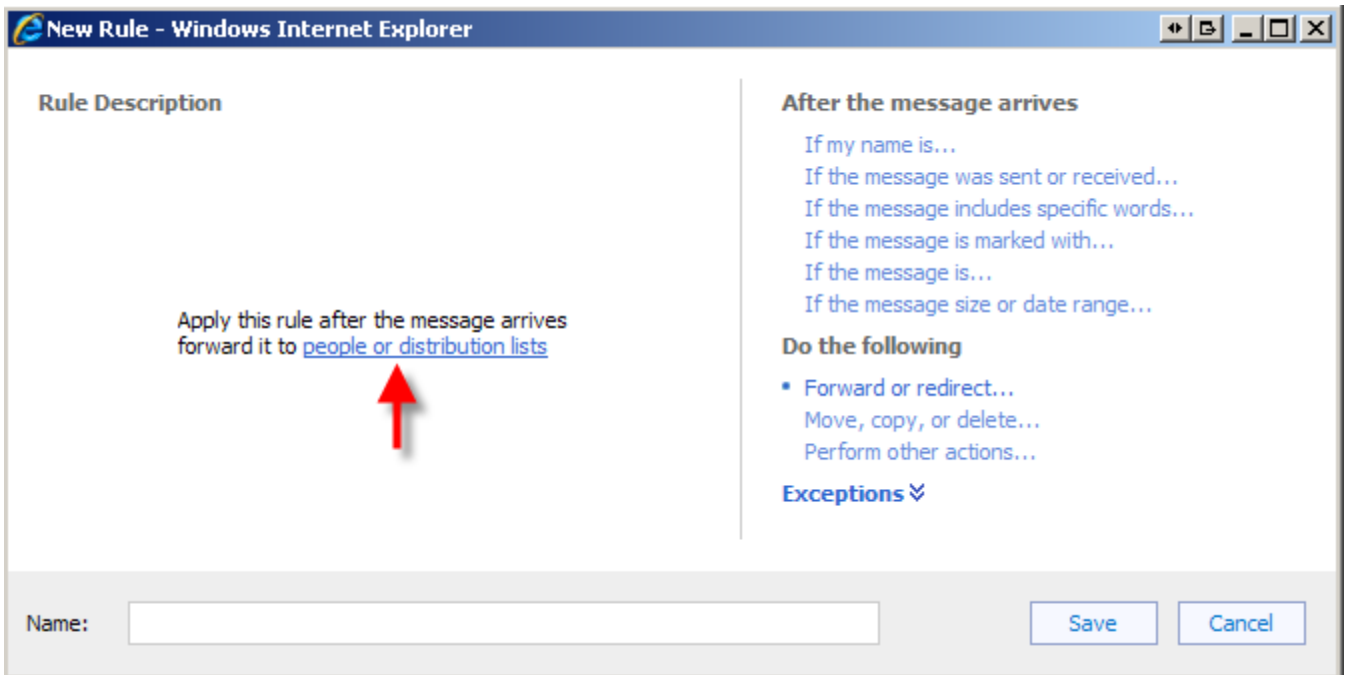
5. If you use this procedure for the first time, you will get a frame "Compatibility with Outlook", select "Delete Disabled Rules".



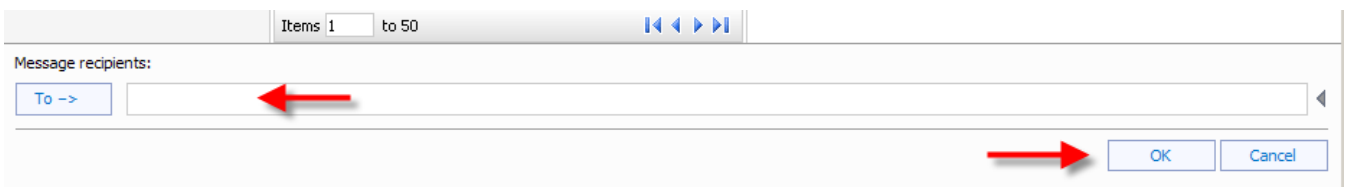
6. Now you will get a pop-up window where you can select "Forward or redirect" , and in the drop-down menu you select "Forward the message to people or distribution lists".



7. Now click "people or distribution lists" to select the person to whom the e-mails will be sent.



You can select an address from the list or add one in the address bar below. Click "OK" .



8. You get the message that all your e-mails will be forwarded to your new address, click "OK" to create

the rule.



9. Congratulations! Your e-mail forwarding has been configured via OWA.

Posted : Nick Corne - Tue, Jul 7, 2009 10:54 AM. This article has been viewed 48572 times.

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