

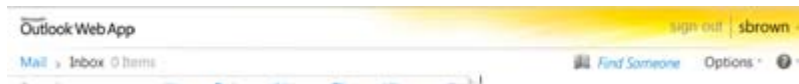
SUFFOLK UNIVERSITY

Information Technology Services Bulletin

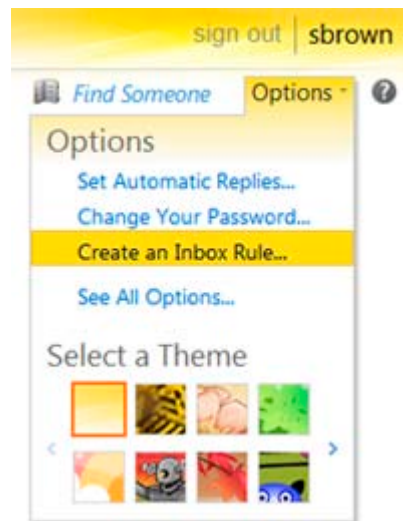
Forwarding Your Email Account with Microsoft Exchange Server 2010

You may forward your suffolk.edu email to a personal email account using the Suffolk University Outlook Web App.

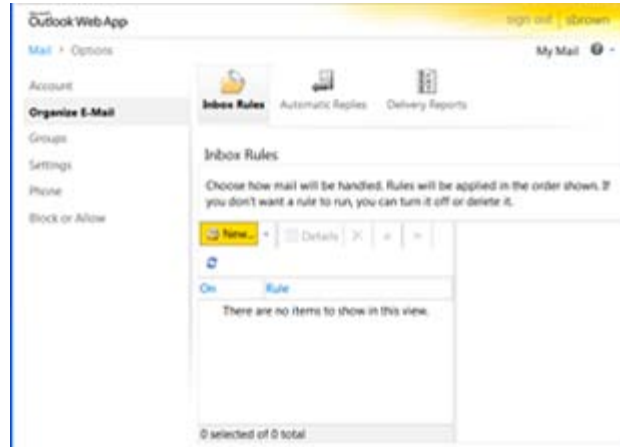
1. From the main Outlook Web App Window (Inbox), select **Options**.



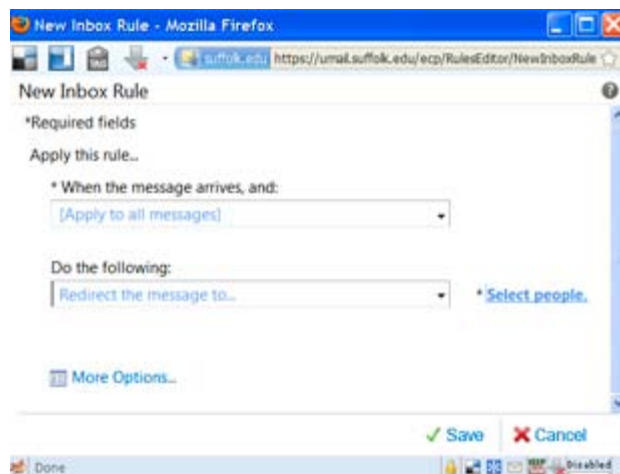
2. In the dropdown menu that opens, select **Create an Inbox Rule**.



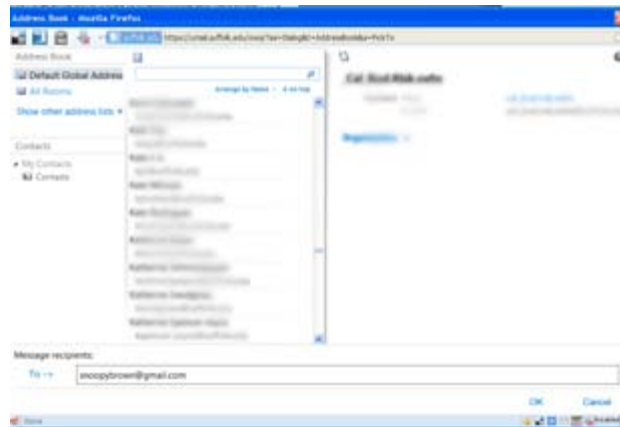
3. In the new window that opens, select **New**.



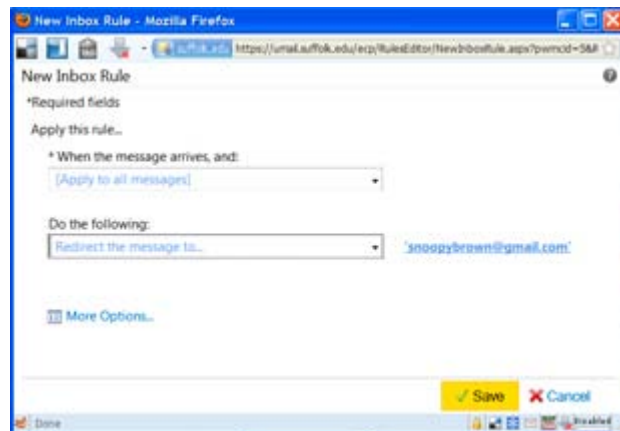
4. From the two drop-down menus in the next window, select [**Apply to all messages**] and **Redirect the message to...**



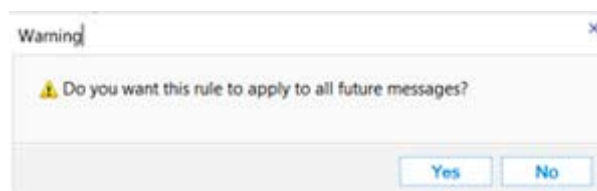
5. Enter your personal email address--the one to which you want your email forwarded--in the **To** text field of the Address window that opens. Check your entry carefully. A typo can send your email to a stranger's inbox.



6. The new rule window will open. Again, check your email address to be certain that it is correct.



7. When the warning box opens, select **Yes**.



The windows will close, and your email forwarding will take effect.

