






Outlook Web App

How to forward emails to another email address by a rule

1. Log onto Outlook Web App at www.staffs.ac.uk/owa using your University username and password.
2. At the top of the page, select **Settings**  > **Options**, and **Organize email** > **Inbox rules** > **New**  New | 
3. Type a *name* for your rule.
4. Under **When the message arrives**, select **Apply to all messages**.
5. Under **Do the following**, select **Forward, redirect, or send** > **Redirect the message to**.
6. Enter the email address you want in the **To** box, or choose it from your list of contacts.
7. Choose **OK** to save your selections, and **OK** or **Save** to create the rule.