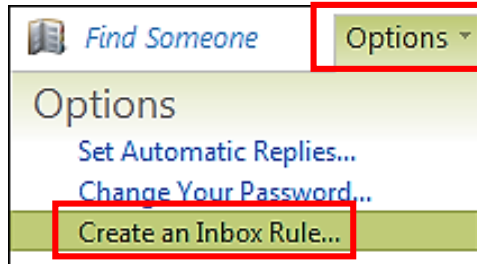


Redirect or Forward Emails on Exchange Outlook Web Access 2013

Follow these instructions for forwarding all your Dickinson emails. First you will need to have another email account to forward them to. Free email accounts can be created from Yahoo, Google or AOL. These instructions are for students, staff & faculty at Dickinson College.

Once you are logged into your **Dickinson Outlook Web Access** within the [Gateway](#), click on the **Options** link on top right side of window pane. (Example below)



Under **Options** click on **Create an Inbox Rule**.

Click on the drop down arrow under **New**, and select **Create a new rule for arriving messages**. (Example below)

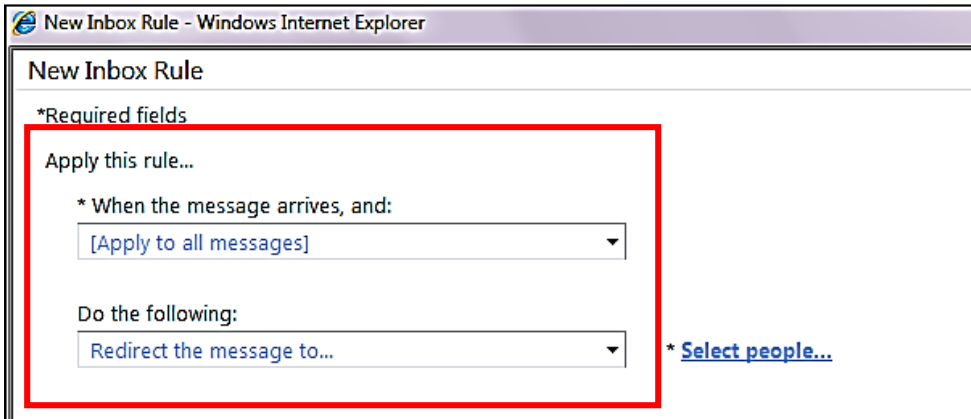


The **New Inbox Rule** dialog box appears.

In the **When the message arrives, and:** choose **Apply to all messages**.

In the **Do the Following** section, choose, **Redirect the message to....**

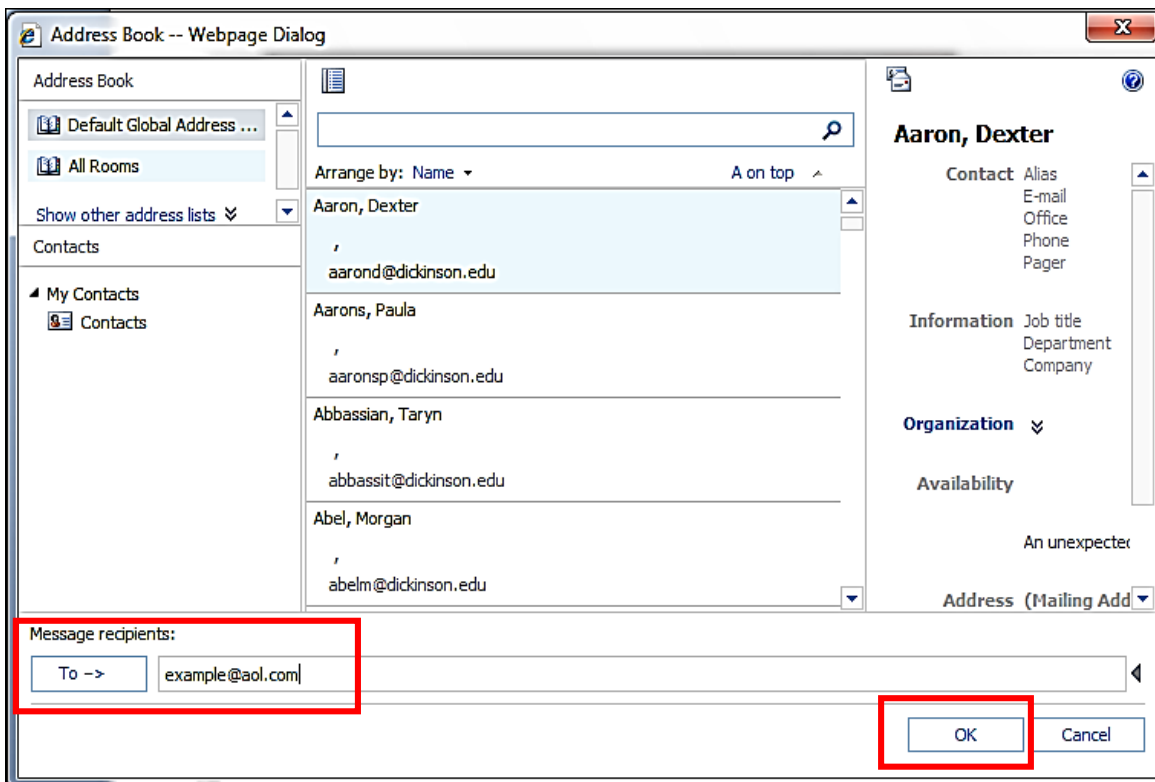
(Example below)



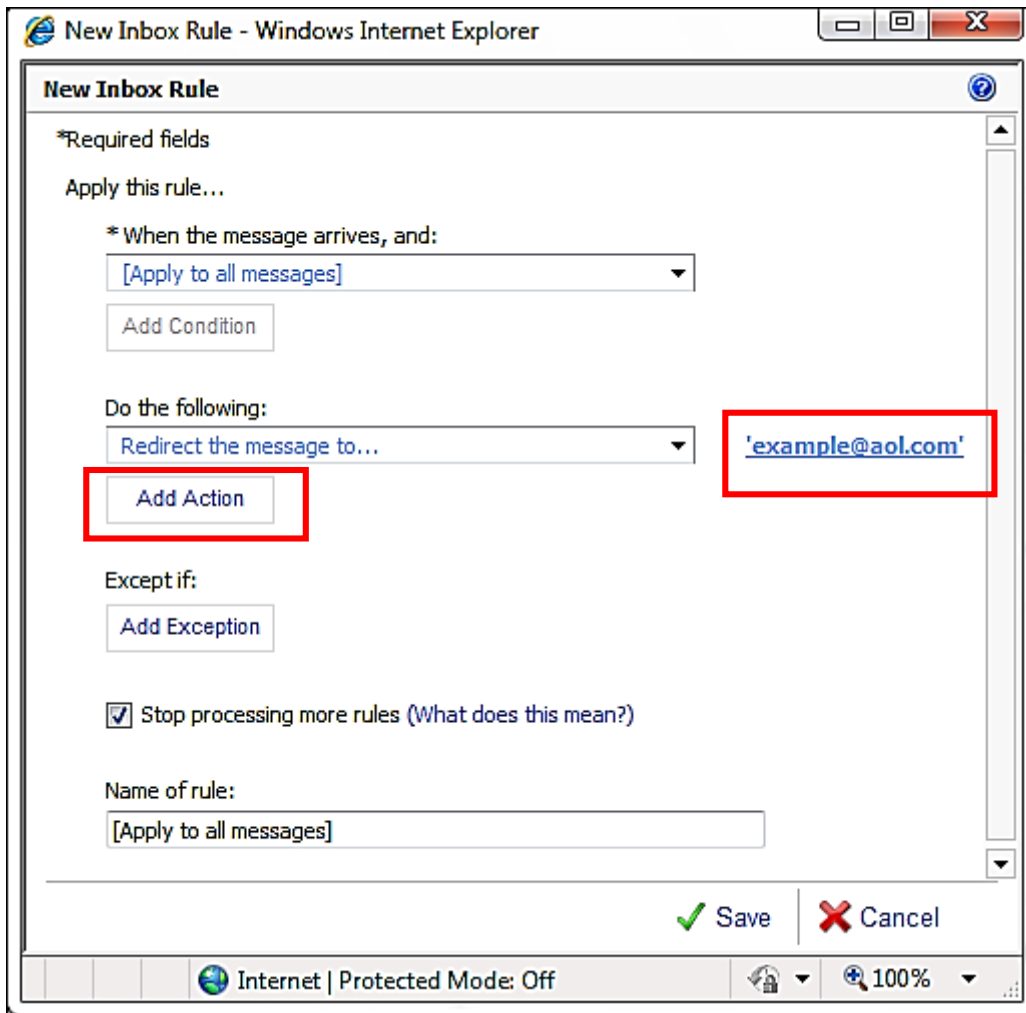
Click on **Select people....** (Example below)



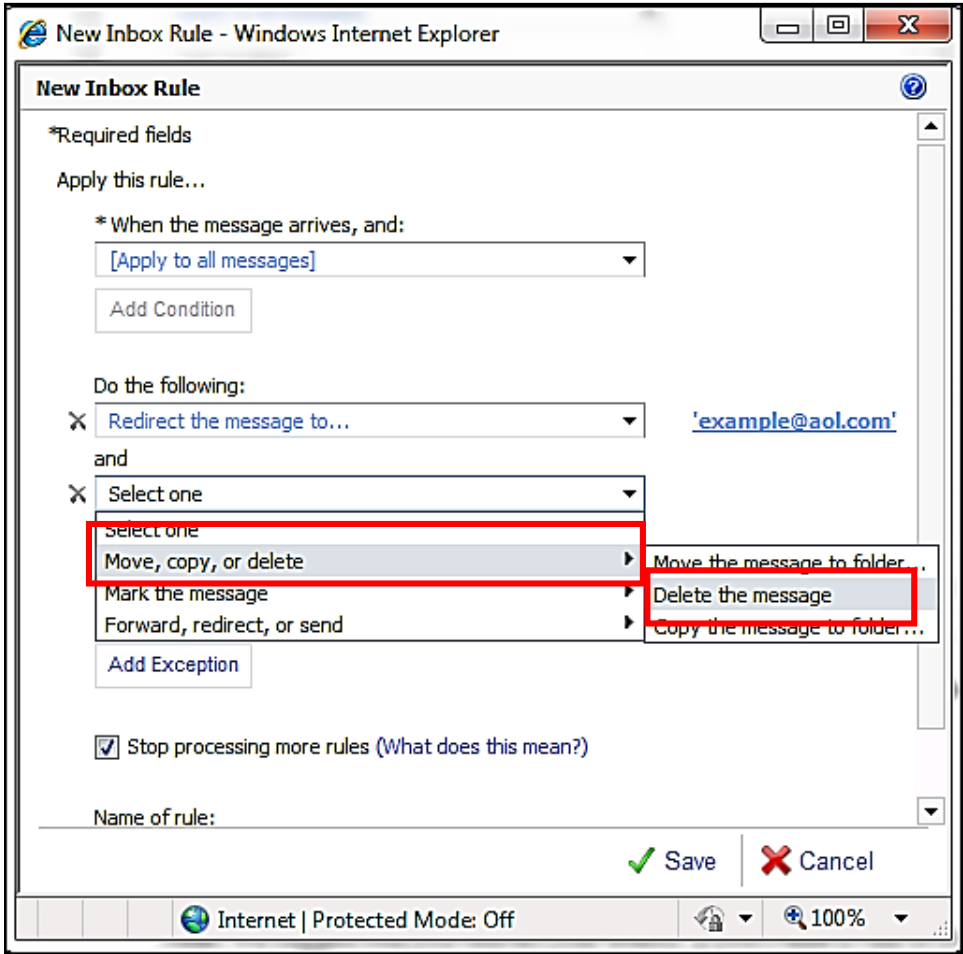
An **Address Book** dialog box appears, put your email account in the **To** under **Message Recipients** and click **OK**. (Example below)



Then you will be back at the **New Inbox Rule** dialog box & now you should see the email address you typed in appear on the right side. Then click on **Add Action**. (Example below)



Click on the drop down arrow at the **Select one** & select **Move, Copy or Delete**, click on **Delete the message**.



Be sure to click on **Save**. (Example below)



Note: We suggest that you redirect your emails. If you create a rule in Outlook Web Access to forward your e-mails to another account, all e-mails will appear to be from your e-mail account once they reach the final destination rather than from the original sender. By creating a redirect rule, each e-mail will be sent on and retain the original sender information. However, any other recipients that the e-mail was originally sent to, copied to, or blind-copied to will not be retained in the redirected e-mail.

The next email you receive on your Dickinson account, it will be forwarded to your newly assigned email account. It will also leave a copy of that email in your Deleted Items folder.

Note: Through the use of the Outlook redirect or forward rules, e-mails will still remain in your e-mail in the Deleted Items folder. Therefore, it is necessary for you to access your e-mail periodically to remove all old e-mails to prevent your account from going over quota. If your account does go over quota, you will continue to receive any additional e-mails to your e-mail but you will not be able to send emails. To find your quota simply sit your mouse pointer over the first folder and a box will appear with your information. (Example below)

At 4.8 GB you will get a warning you are reaching your limit

At 4.9 GB you will not be able to send messages

At 5.0 GB you will start rejecting incoming messages (mailbox full)

