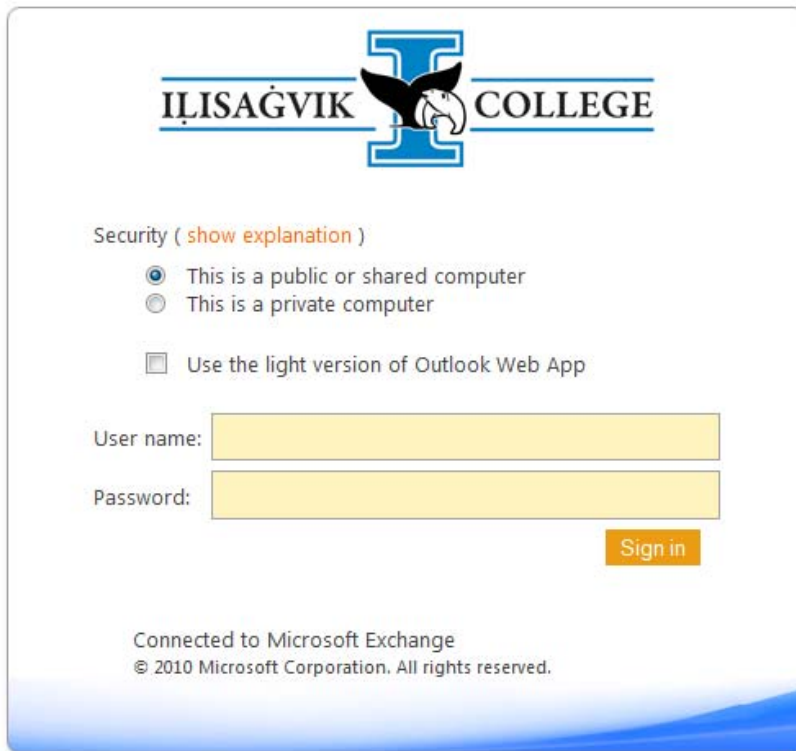


Set up Redirect Rule in Exchange 2010 Outlook Web App

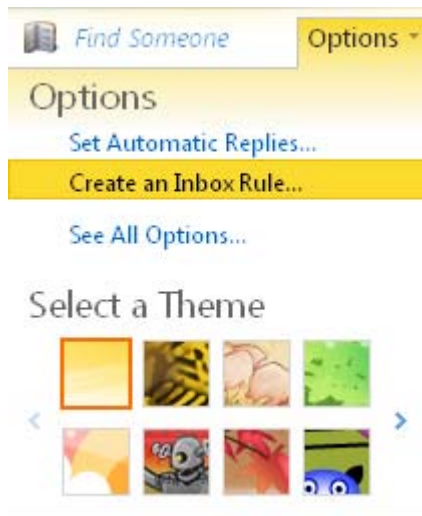
Following directions show you how to redirect email messages sent to your Exchange 2010 account to your email account on another email server. Please be aware that forwarding or redirecting emails outside the College has the potential to put the user or the College at risk, as FERPA and other laws and College policies can apply to emails, especially from students or regarding student records.

-- with this process you are setting up a rule on the Exchange server that will be in place whether you work with Outlook 2010 or [Outlook Web App](#)

1. Open [Outlook Web Access \(Webmail\)](#) and log in with your *NetID* and *Active Directory (AD) password*.
(Please make sure that your Outlook is not open at the same time.)

The screenshot shows the login interface for the Iñlisagvik College Outlook Web App. At the top is the college's logo, which features a stylized blue 'I' with a black and white bird emblem in the center, flanked by the text 'IÑLISAGVIK' and 'COLLEGE'. Below the logo, there is a 'Security' section with a link to 'show explanation'. It contains two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version of Outlook Web App'. Below these are two yellow input fields for 'User name:' and 'Password:'. An orange 'Sign in' button is positioned to the right of the password field. At the bottom, it states 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

2. Click "**Options**" in the upper right corner of the screen and select "**Create an Inbox Rule**" from the drop down list.



3. Click "**New...**" button from the "**Inbox Rules**" section on the right side of the window.



4. The "**New Inbox Rule**" window pops up

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

Select one ▼

Do the following:

Select one ▼

5. Under "Apply this rule..."

- First, select "[Apply to all messages]" from the drop down list for "*When the message arrives, and:*" box.

* When the message arrives, and:

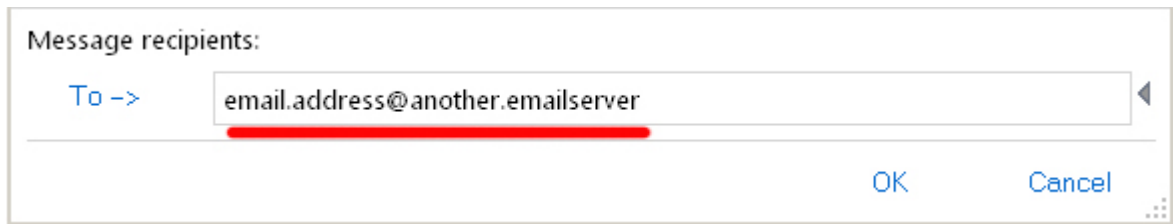
Select one ▼
Select one
It was received from...
It was sent to...
It includes these words in the subject...
It includes these words in the subject or body...
It includes these words in the sender's address...
My name is in the To or Cc box
[Apply to all messages]

- Next, select "**Redirect the message to...**" from the drop down list for "**Do the following:**" box.

Do the following:

Select one ▼
Select one
Move the message to folder...
Mark the message with a category...
Redirect the message to...
Delete the message
Send a text message to...

6. The "**Address Book**" window pops up, in the "**TO ->**" field at the bottom, type in the email address that you want your email messages to be redirected to (or select the email address from the Contacts or Address Book if that's applicable), then click "**OK**".



Message recipients:

To ->

OK Cancel

7. You're back to the "**New Inbox Rule**" window. You can either click the "**Save**" button at the bottom right corner to save this redirect rule or further define it by clicking "**More Options...**" button at the bottom.



New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

Do the following:

 More Options...

 Save  Cancel

8. To further define the rule, choose one of the three options: **Add Action**, **Add Exception**, and create a **Name of rule**.

Do the following:

Redirect the message to... [anotherAccount@email.address](#)

● Add Action

Except if:

● Add Exception

☒ Stop processing more rules [\(What does this mean?\)](#)

● Name of rule:

[Apply to all messages]

9. *Option One: Name your new rule*

By default, this redirect rule is named "[**Apply to all messages**]", we recommend you create a customized name for this rule. For example, it can be called "*Redirect all messages*". To rename it, erase the default text in the "**Name of rule:**" box (see above image) and type what you want to name it.

10. *Option Two: Add more actions*

By default, Exchange server keeps a copy of all redirected email messages in your Exchange account, if you do not want to keep a copy in your Exchange account, click "**Add Action**", select "**Move, copy, or delete**" from the drop down list, then select "**delete the message**" from the drop down list.

Attention: We do *NOT* recommend you do this. We recommend you move or copy the message to specific folders or mark them with a category.

Do the following:

✕ Redirect the message to... [anotherAccount@email.address](#)

and

✕ Select one

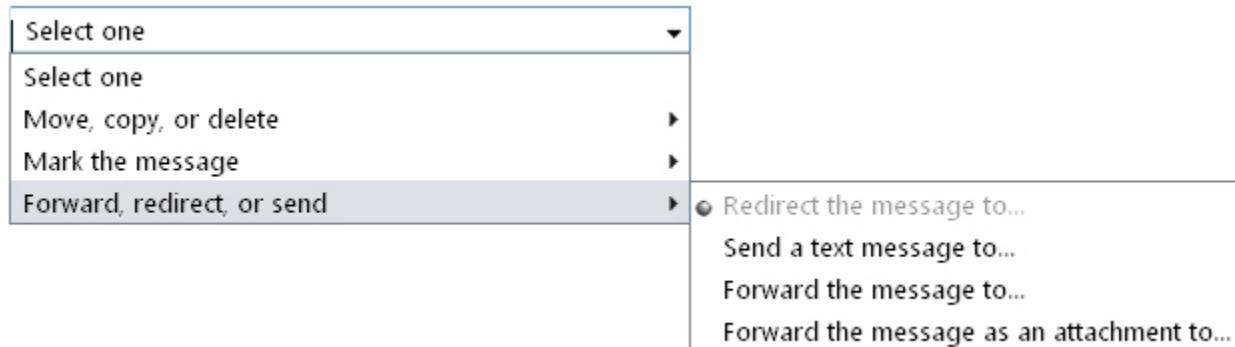
Select one	
Move, copy, or delete	▶ Move the message to folder...
Mark the message	▶ Delete the message
Forward, redirect, or send	▶ Copy the message to folder...

Other actions that you can ask Exchange Server to do:

- Mark the message



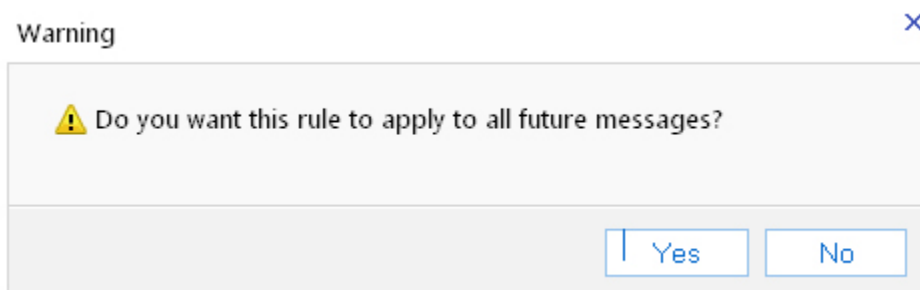
- Forward, redirect, or send the message



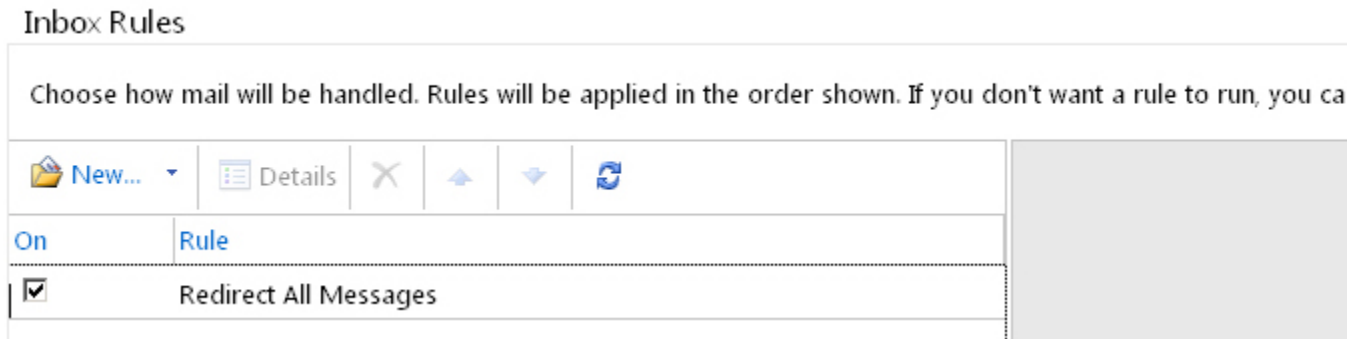
11. *Option Three: Add exception*

You can define conditions under which the Exchange Server should not apply the rule. To add exception cases, click "**Add Exception**" button under "**Except if:**" and make sure "**Stop processing more rules**" box is checked.

12. After setting up all actions and conditions, click "**Save**" button. A warning message pops up, click "Yes".



13. Now you are back to the "**Inbox Rules**" window. You'll see a new rule has been created with the name you gave (in this example, I named it "*Redirect All Messages*").



The rule becomes effective immediately after you save it. There is no need to log off the Exchange/Outlook account.