How do I forward emails from within Outlook Web Access (ex.fit.edu)?

1. Open Internet Explorer. **Note:** This can be done only through Internet Explorer.
2. Open the link: [https://ex.fit.edu](https://ex.fit.edu).
3. Make sure the option Use Outlook Web Access Light is Unchecked.
4. Login using your exchange account User Name and Password.
5. After logging in, click on Options on the top right corner of the screen.
6. In the list on the left, click on Rules.
7. Click on New Rule, click Create a New Rule for arriving message.
8. On the popup window, click Delete Disabled Rule.
9. In the New Rule window, under After the message arrives, select the appropriate rule to forward messages depending on their content.
10. After selecting the rule, click on the people and distribution list link.
11. In the new window, write the recipient email address in the Mail Recipients field at the bottom of the window. Click OK.
12. Under Do the following, click on Forward or redirect.
13. As per your preference, from the list select if you want to Forward or Redirect the email.
14. After selecting the rule, click on the new forward it to people and distribution list link.
15. In the new window, write the recipient email address in the Mail Recipients field at the bottom of the window. Click OK.
16. In the Name field, provide a name to the rule.
17. Click Save.
18. This should automatically forward E-mails to the specified address as per user preference.

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