

# Email

## 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>.
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.

Unique solution ID: #1201

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