

**Information for students wishing to forward emails from student accounts**

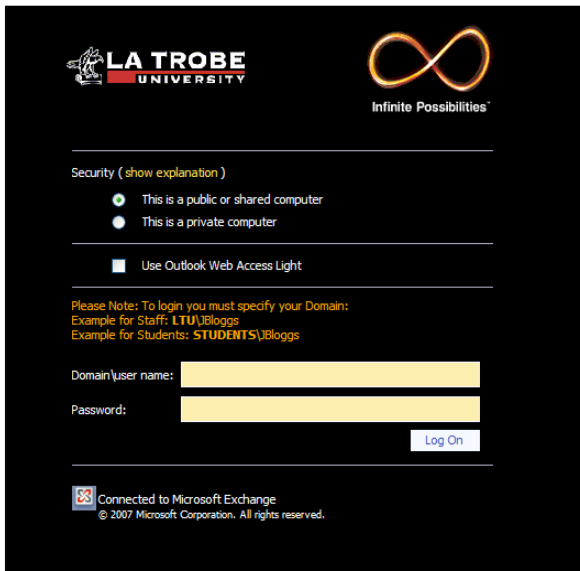
**Introduction**

This document outlines the procedure for forwarding emails from a student email account in OWA. NOTE: The options listed in this document are not available when running 'Outlook Web Access Light.' For this reason a forwarding rule can only be created when using Internet Explorer.

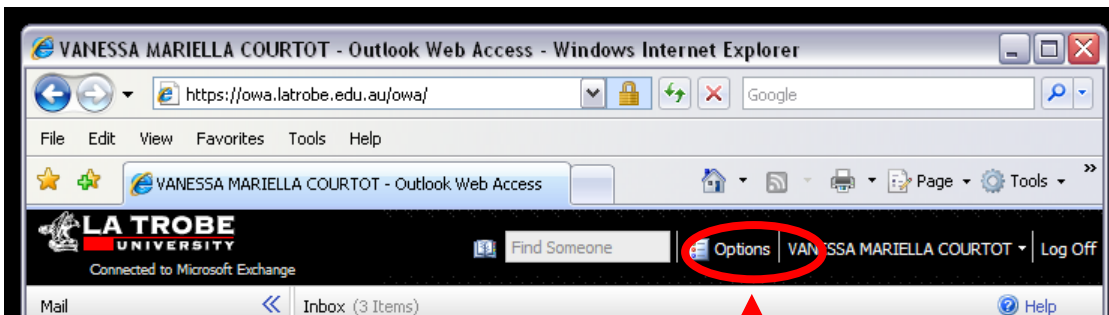
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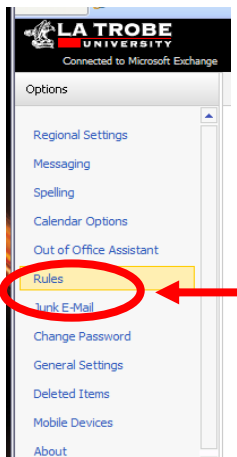
**Procedure**



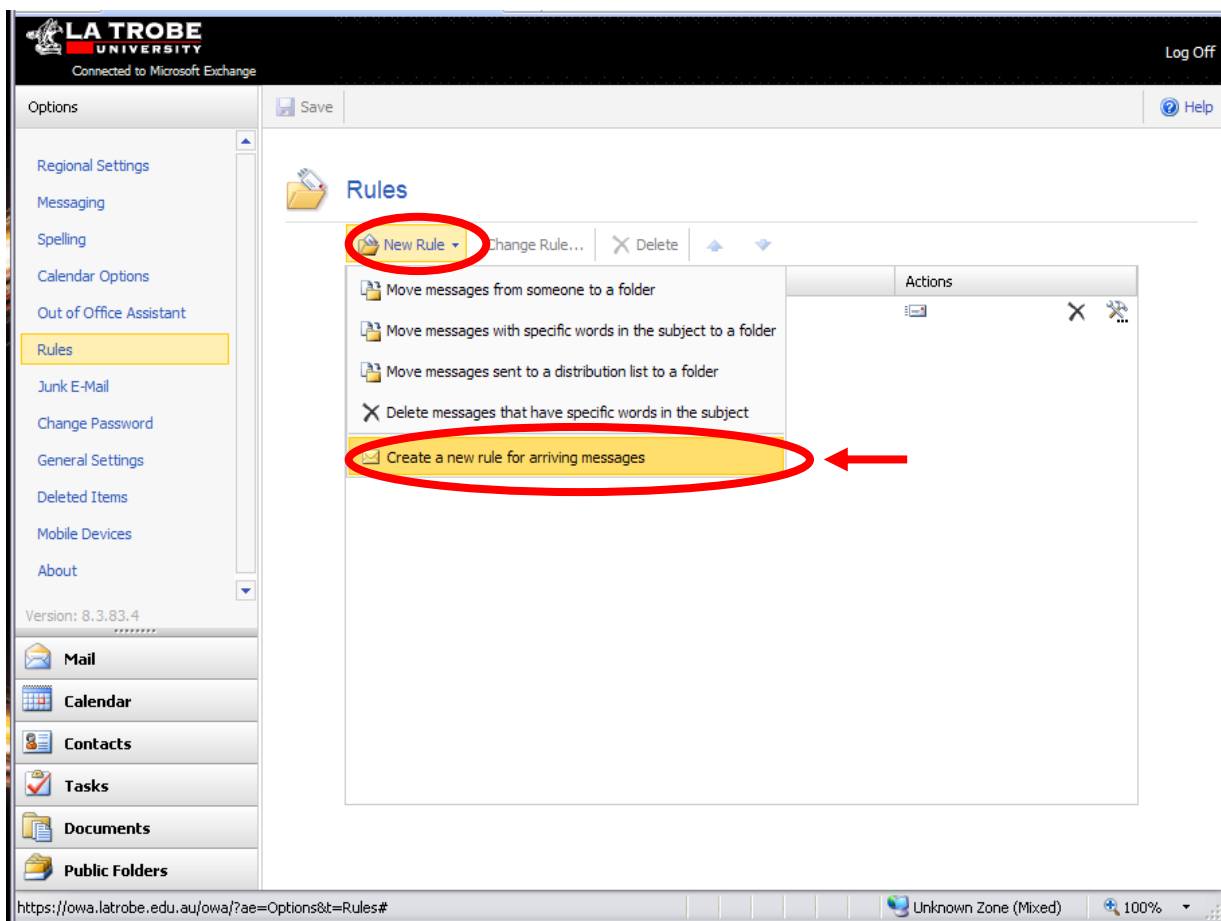
Log in to the OWA (online webmail) by entering your student user name and password.



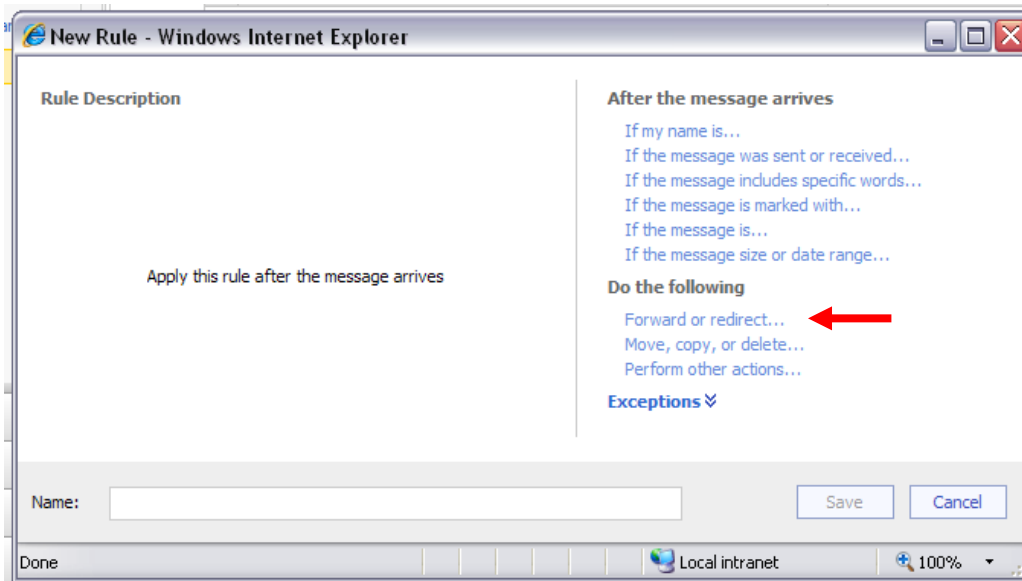
Select the 'Options' tab at the top right of the page.



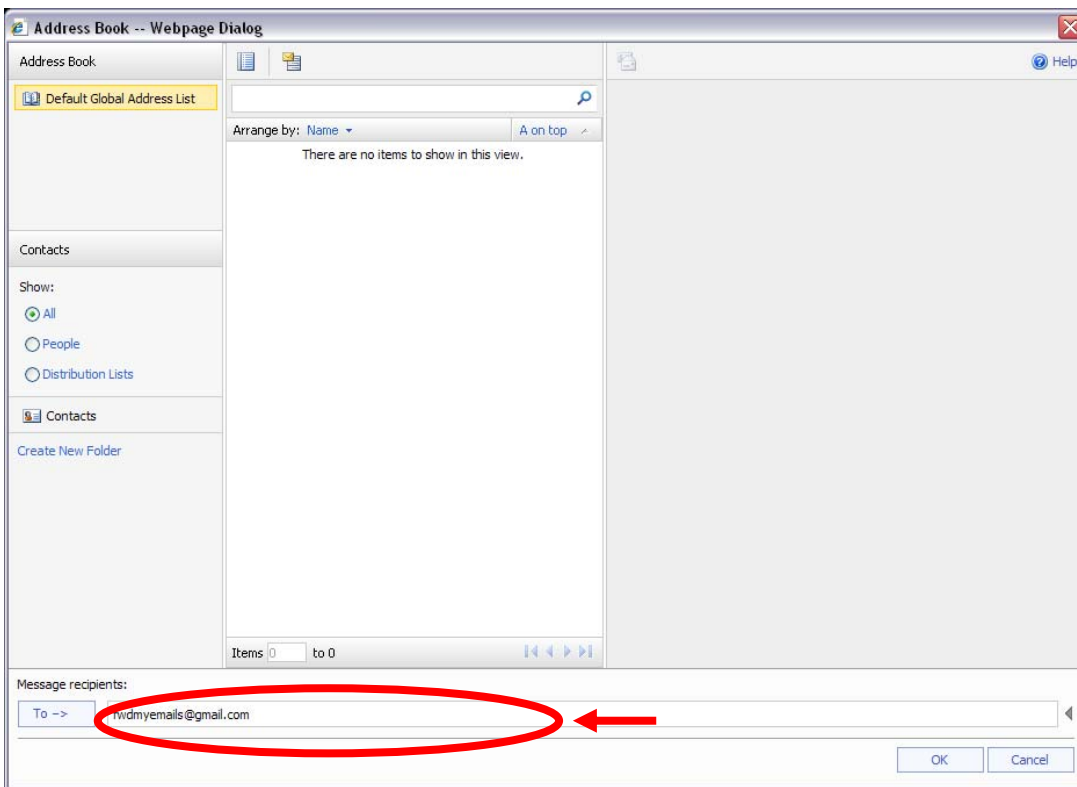
Once the 'Options' page is available scroll down the menu on the left hand side and select 'Rules'



When the 'Rules' page appears select the 'New Rule' button and scroll down to 'Create a new rule for arriving messages'. The following New Rule window will pop up.

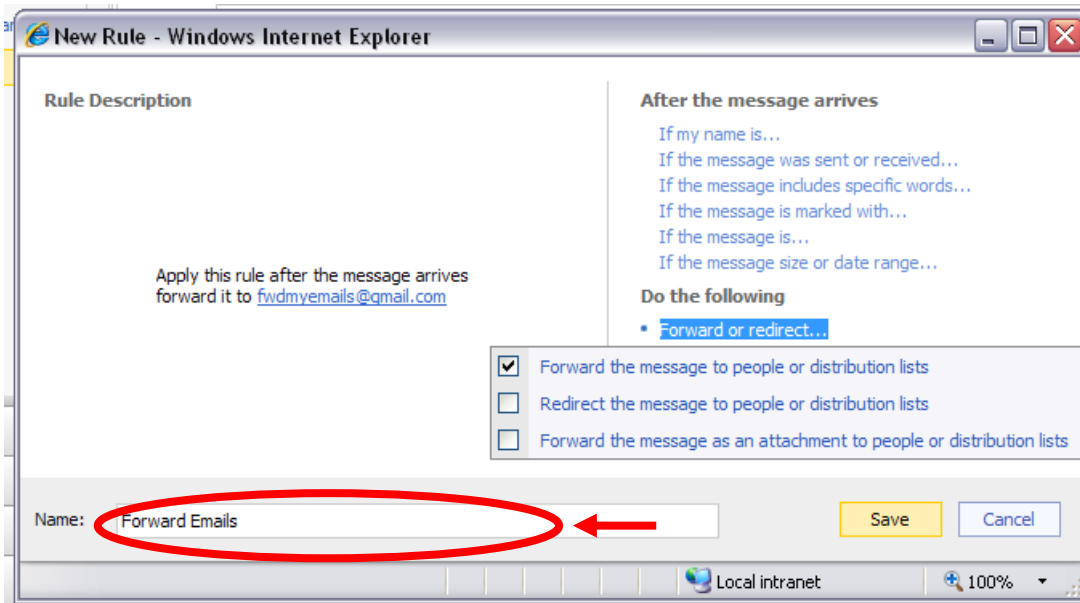


Under the 'Do the following' heading choose 'Forward or redirect'. A menu will appear with three choices available; select 'Forward the message to people or distribution lists'. This will display a message in the main left panel. Choose the underlined part (in blue) to enter the email address you intend to forward the emails to. A pop up window will be shown to allow you to enter the email address. See below

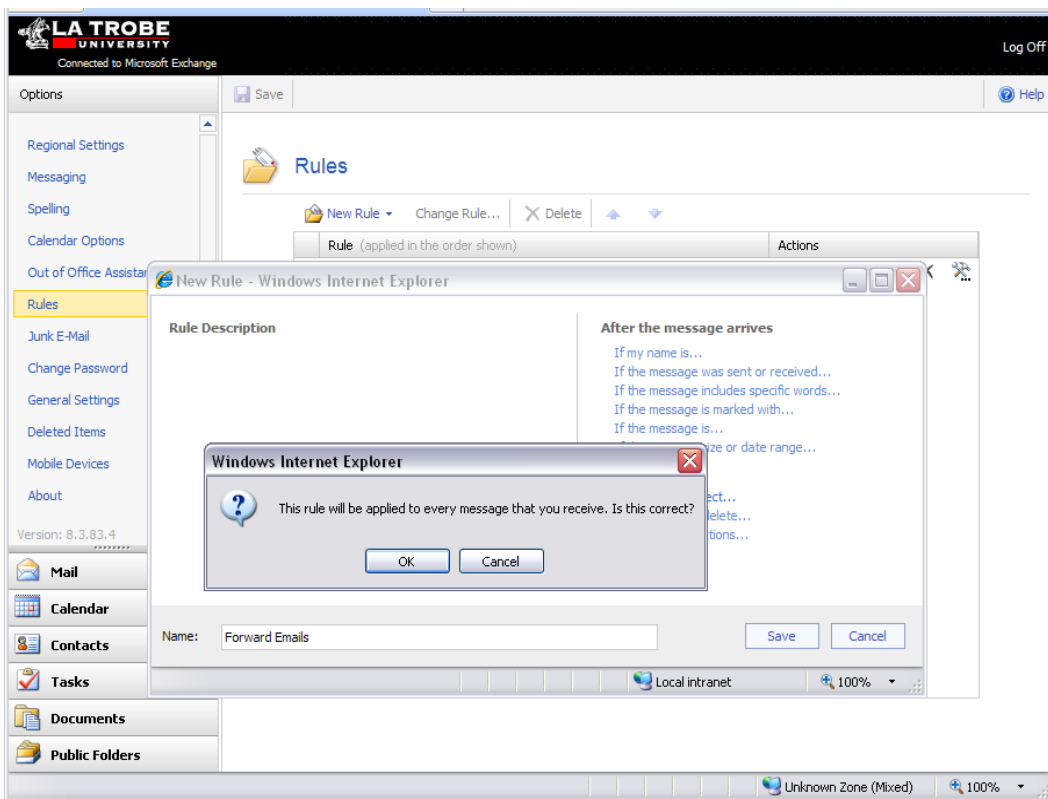


Click **OK** to save the email address.

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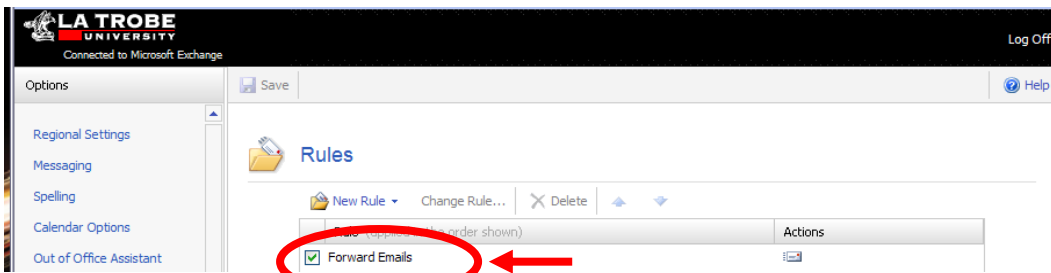


The email address will now appear in the Rule Description box (underlined and in blue). Enter a name for the rule, as you may have more than one, this makes it easier to choose and delete them later. Then choose 'Save'. A confirmation window will be shown, Click OK. See below.



Now you should see your rule appear in the list. It will be marked with a green tick to indicate that it is active.

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To return to Mail choose the **Mail Icon** in the menu on the left hand side (near Calendar)

**Contact for Enquiries / External Links**

Name	Student IT Support (Regional)	External Links
Phone	(03) 5444 7888	<a href="http://www.latrobe.edu.au/sits">www.latrobe.edu.au/sits</a>
Email	<a href="mailto:sits@latrobe.edu.au">sits@latrobe.edu.au</a>	<a href="http://owa.latrobe.edu.au">owa.latrobe.edu.au</a>