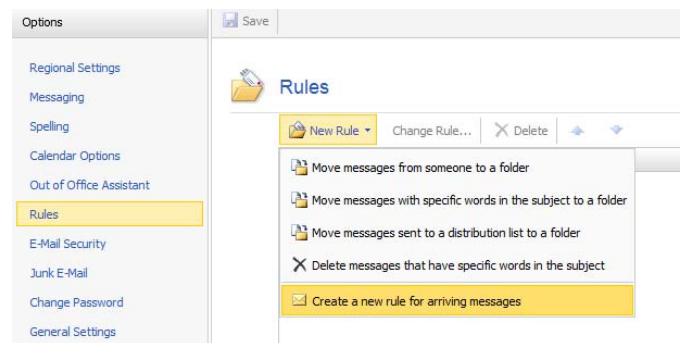
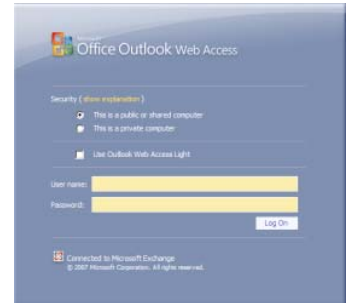




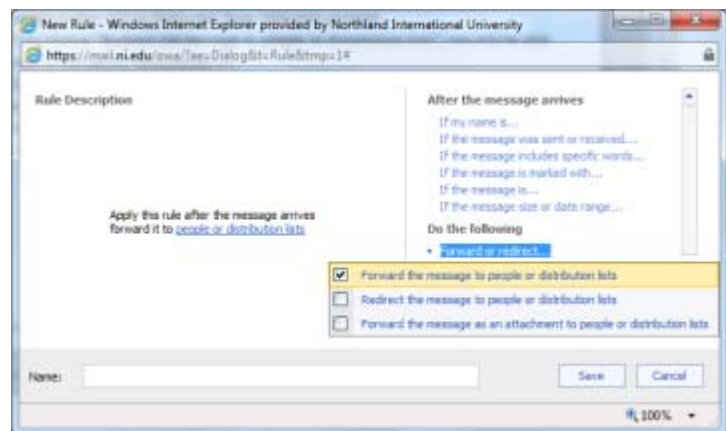
## How to Forward E-mail

### On Outlook Web Access

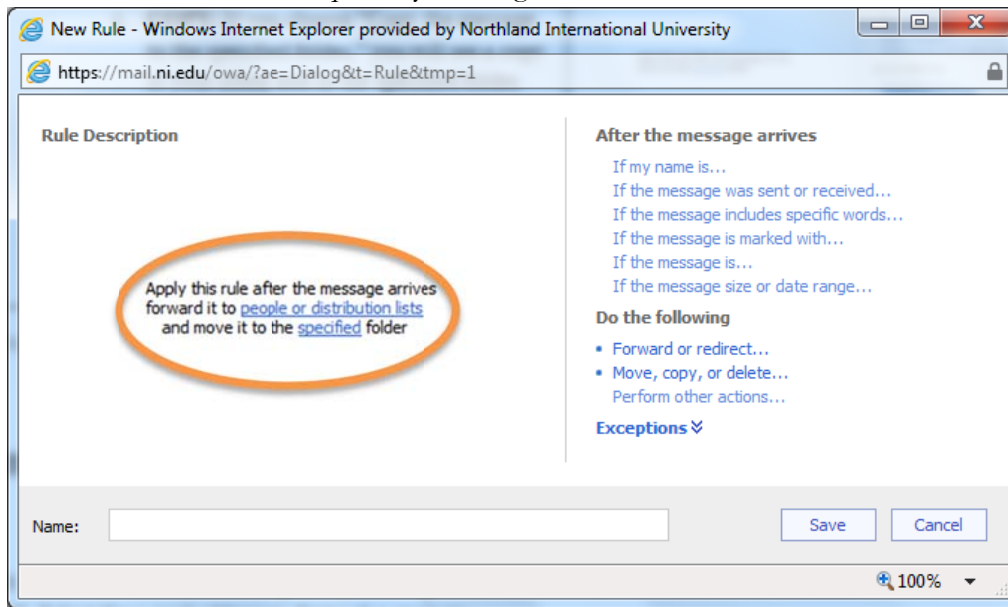
1. Open **Internet Explorer**. (This action will not work in other browsers. Only IE has the **Rules** option that you will need to use. If you are not on IE, please go there now.)
2. Then go to <http://mail.ni.edu>
3. Type in your username and password.
4. Click on **Options** in the right-hand corner.
5. Click **Rules** in the left-hand margin.
6. Click on **New Rule**.
7. Click **Create a new rule for arriving messages**.
  - a. If pop-up appears, click **Do not show me this again** and then click **Cancel**. Click **Create a new rule for arriving messages** again.



8. Choose the criteria for what e-mails you want to apply the rule to by clicking one of the options under **After the Message Arrives**.
9. Then choose which of the following rules you want to apply:
  - a. Click **Forward or redirect . . .**
    - i. **FORWARD**: If you choose “Forward the message to people or distribution lists,” you will not be able to reply to these e-mails as they will be forwarded from your own account.
    - ii. **REDIRECT**: If you choose “Redirect the message to people or distribution lists,” you will be able to reply but you won’t be able to see the CC distribution list.



10. You can customize the request by clicking on the blue underlined words on the left side.



11. If you have any exceptions to the e-mails you want forwarded, you can enter those by clicking on the options under ***Exceptions***.

12. Click ***Save*** and close the window.