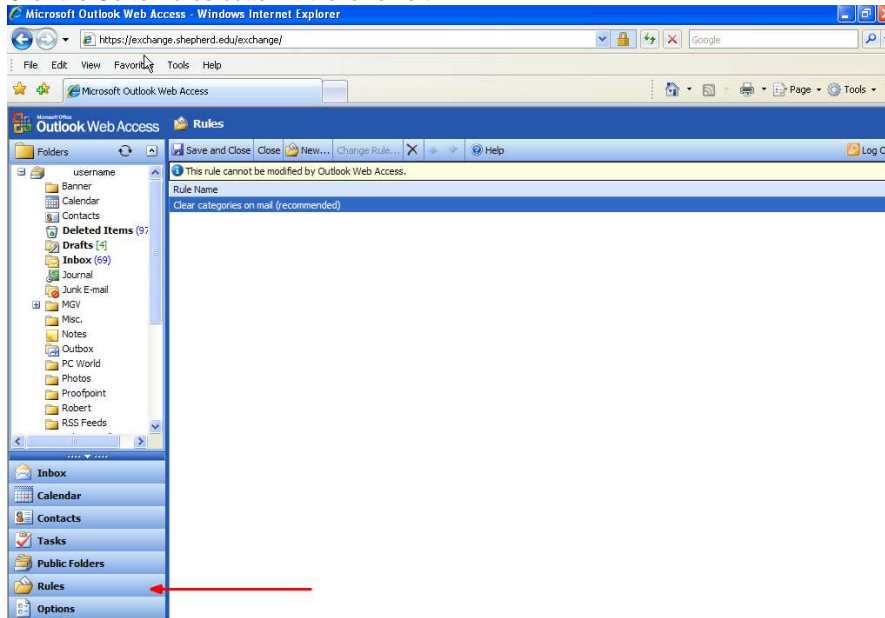


## Forwarding your Shepherd email in Outlook Web Access

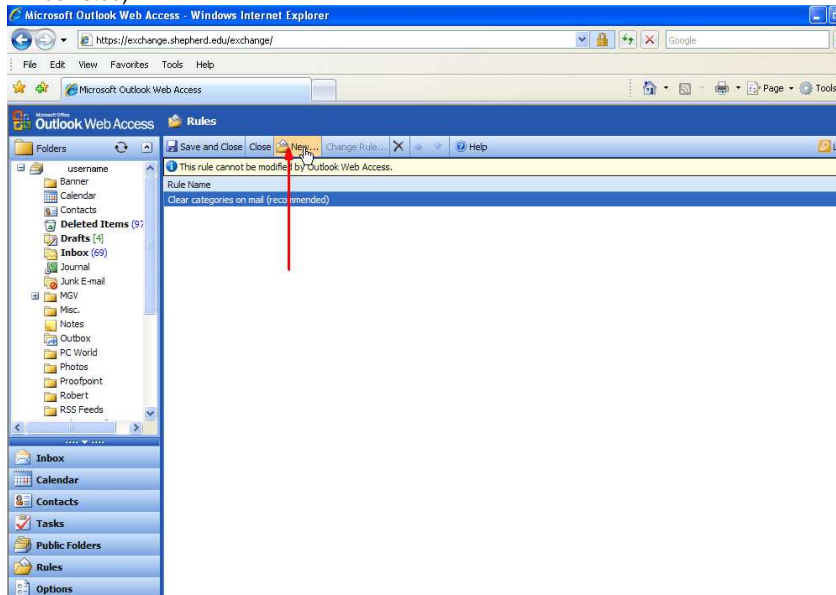
### Using Microsoft's Internet Explorer, follow these steps:

\* If you try to use FireFox or another browser some of the required options may not appear.

1. Login to your Shepherd email using **Outlook Web Access**. For information on logging into to your email, please visit [http://www.shepherd.edu/itservices/employee/Outlook/outlook\\_with\\_web\\_access.htm](http://www.shepherd.edu/itservices/employee/Outlook/outlook_with_web_access.htm).
2. Click the **Go to Rules** button in the lower left.



3. After the rules window opens you click the **New...** button near the top to create a new rule. (any existing rules will be listed)



4. A new window will pop-up to allow you to configure the settings for the new rule.
5. In this window, do the following:
  1. Give your rule a name.
  2. Select the **Forward it to** option button near the bottom.
  3. Type the email address you would like your mail forwarded to.
  4. Check or Uncheck the **Keep a copy in my inbox** checkbox at the bottom as desired.
6. Once your rule's settings have been entered click the **Save and Close** button located near the top of the dialog.

Your Shepherd email will now be forwarded to your other email address.