How to automatically forward or redirect messages to another e-mail account From Outlook Web Access (OWA)

Updated 1/30/2013

The differences — and similarities — between automatically forwarding and redirecting an incoming message are as follows:

**Message forwarding:** When a rule automatically forwards a message that you receive, the rule adds the designation "FW:" to the beginning of the Subject line, changes the message formatting, and forwards the message to the account specified by the rule. The recipient represented by the account sees that the message came from you. A copy of the message you received is left in your Inbox or in the folder to which the message was originally delivered.

**Message redirection:** When a rule automatically redirects a message that you receive, the rule sends the message, unchanged, to the account specified by the rule. To the recipient, the message appears as though it came directly from the original sender. There is no indication that the message was delivered by way of your account. A copy of the message you received is left in your Inbox or in the folder to which the message was originally delivered.

1) First go to [http://mail.odu.edu](http://mail.odu.edu) or [https://webmail.odu.edu/owa](https://webmail.odu.edu/owa) and sign into your own account using your ID & password.

2) Next click on Options, then click on Create an Inbox Rule.
3) Then click on New, or click on the drop down arrow next to new and select Create a new rule for arriving messages.
4) On the New Inbox rule window, use the drop down menu to select “Apply to all messages” for the first option. For the second option, you will need to choose whether to Forward or Redirect.
5) Then you will need to select where to forward or redirect your emails. If you are redirecting to an internal address, you can select it from the address book. Otherwise, type in your personal address on the To- line like this, then click OK.
6) Then click Save and the rule will become effective immediately.