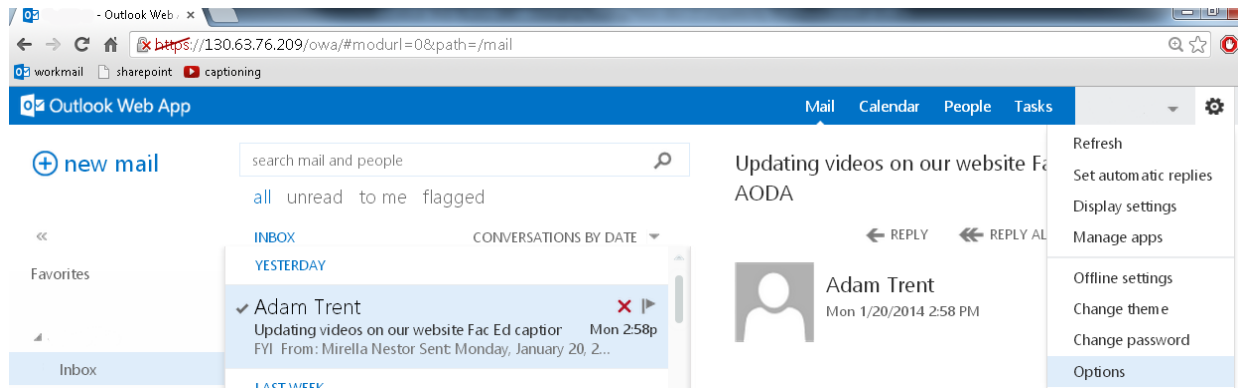


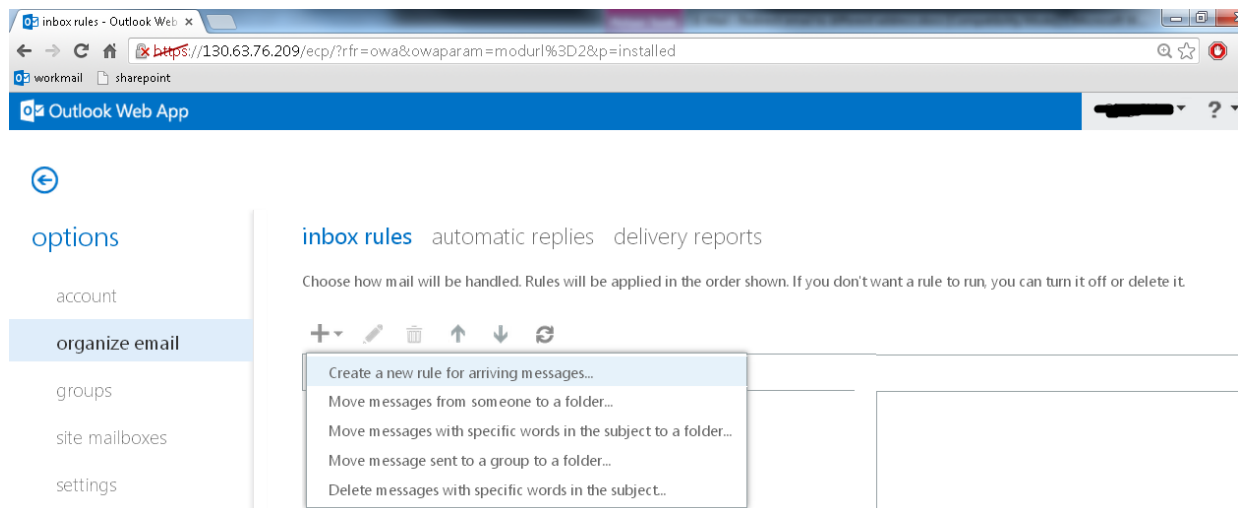
Information and Technology Services – Faculty of Education – York University  
Outlook Web Access 2007 – Create a Forwarding/Redirect Rule in OWA

1. Click **Options** from top right corner.

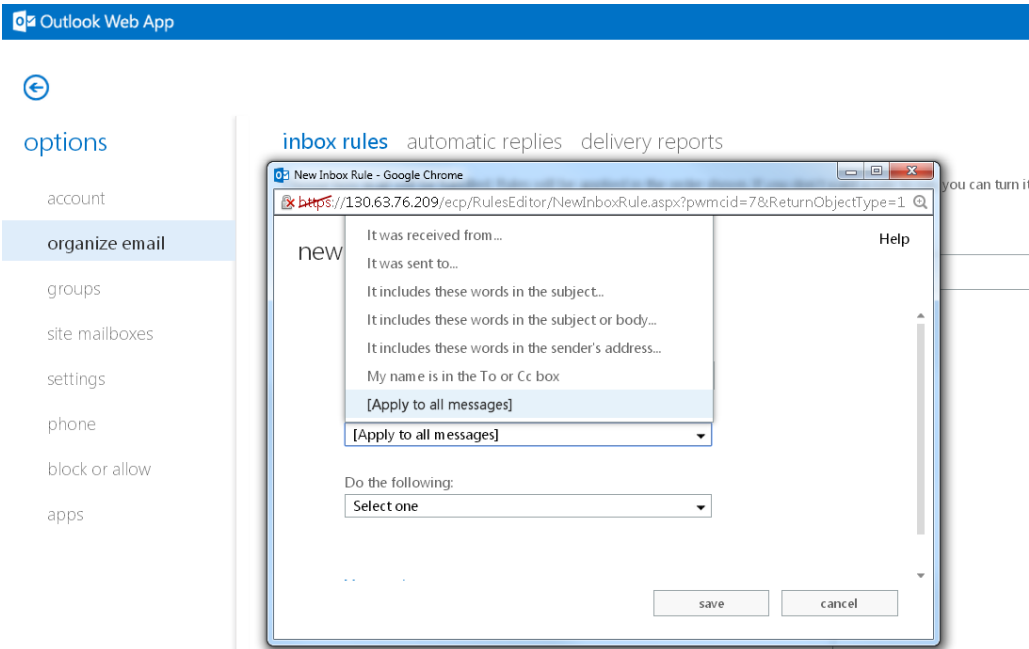


2. Click **'Organizing email'** on the right side, on the navigational menu.

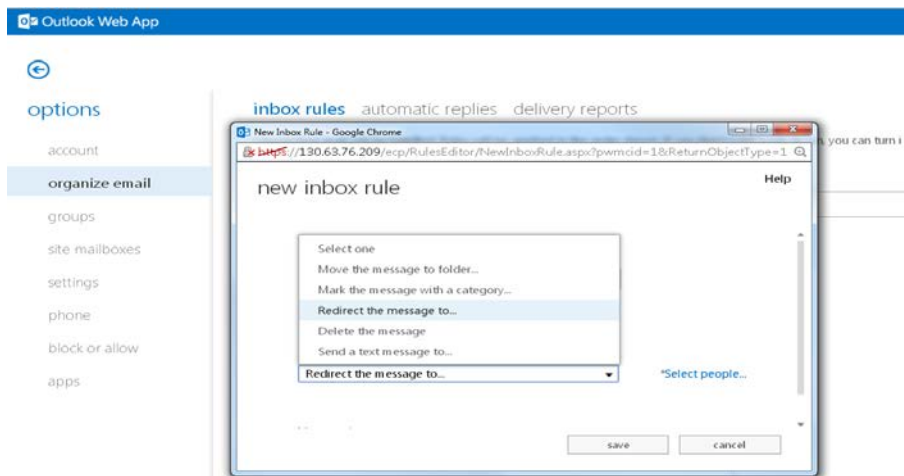
3. Click on the **'+'**, then select the option **'Create a new rule of arriving messages...'**.



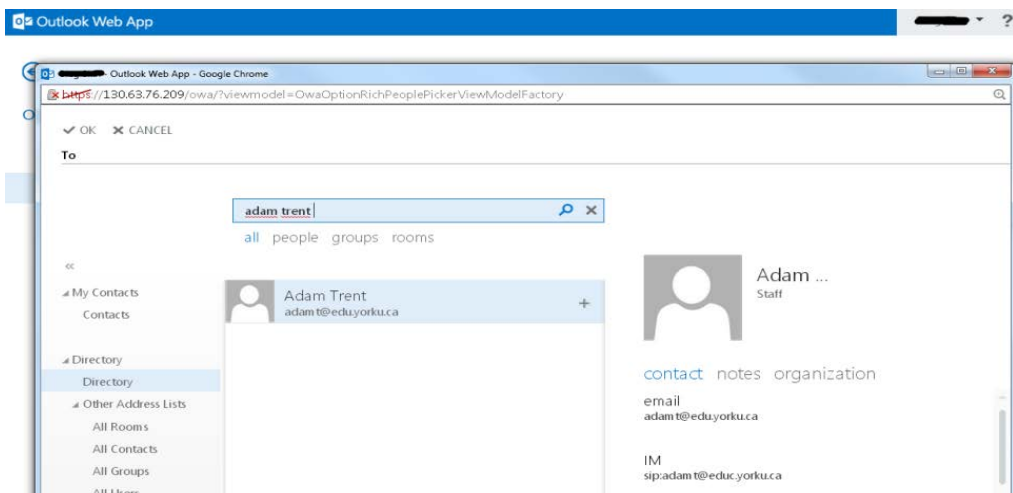
4. After naming your rule, at the 2<sup>nd</sup> option **"When the message arrives and..."** select the desired option or simply select **'Apply to all messages'**. (As shown on the next page.)  
If any other option other than **'Apply to all messages'** then you will be prompted to specify the either an email address or a word depending on your selection.



5. In the last selection (under 'Do the following:') select 'Redirect message to'.



6. The step above will prompt you with a window to select the contact list or a specific email address that you want to redirect to.



7. After selecting your forwarding list or an email address press '**ok**' button at the top left corner.
8. Press **Save** button to save the rule.