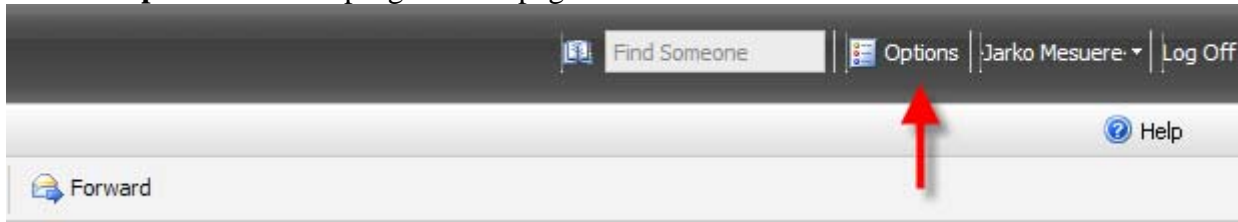


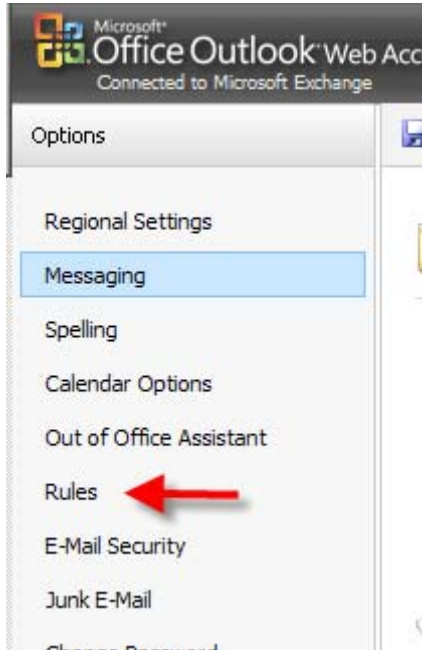
Title: How to set up e-mail forwarding rules in Outlook Web Access 2007 (OWA)

1. From www.howardcc.edu click on the **Email** button under **Student On-line Services**. Then click on **Log into Your Mailbox** by typing your User name and password in the boxes.

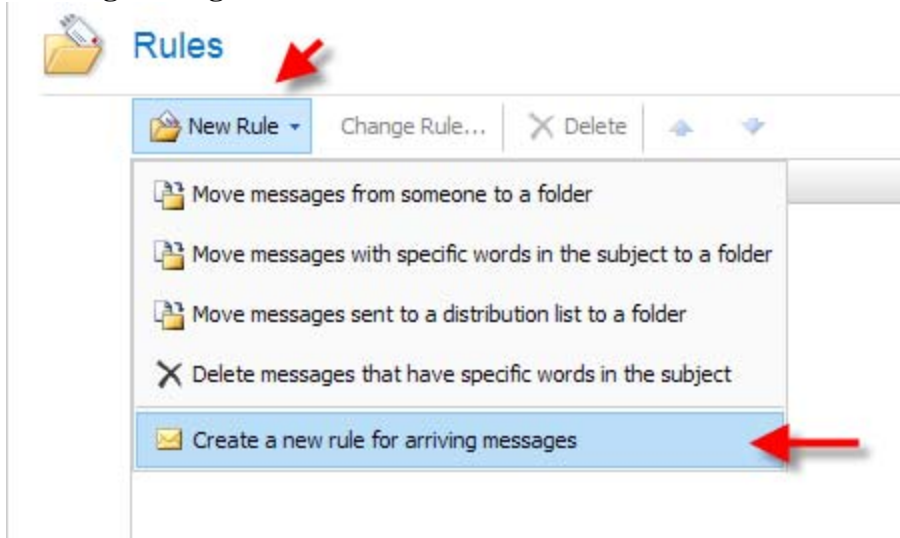
2. Click **Options** on the top right of the page.



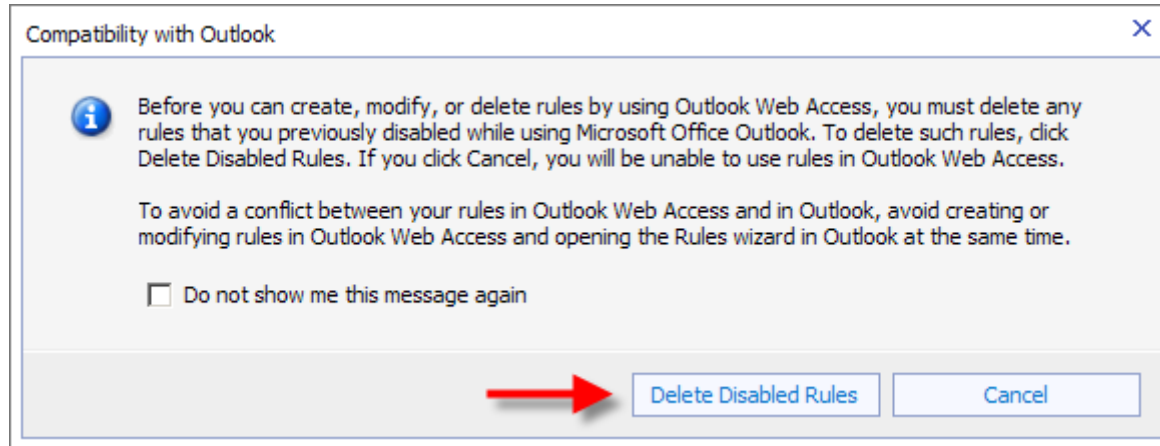
3. Click **Rules** in the left column.



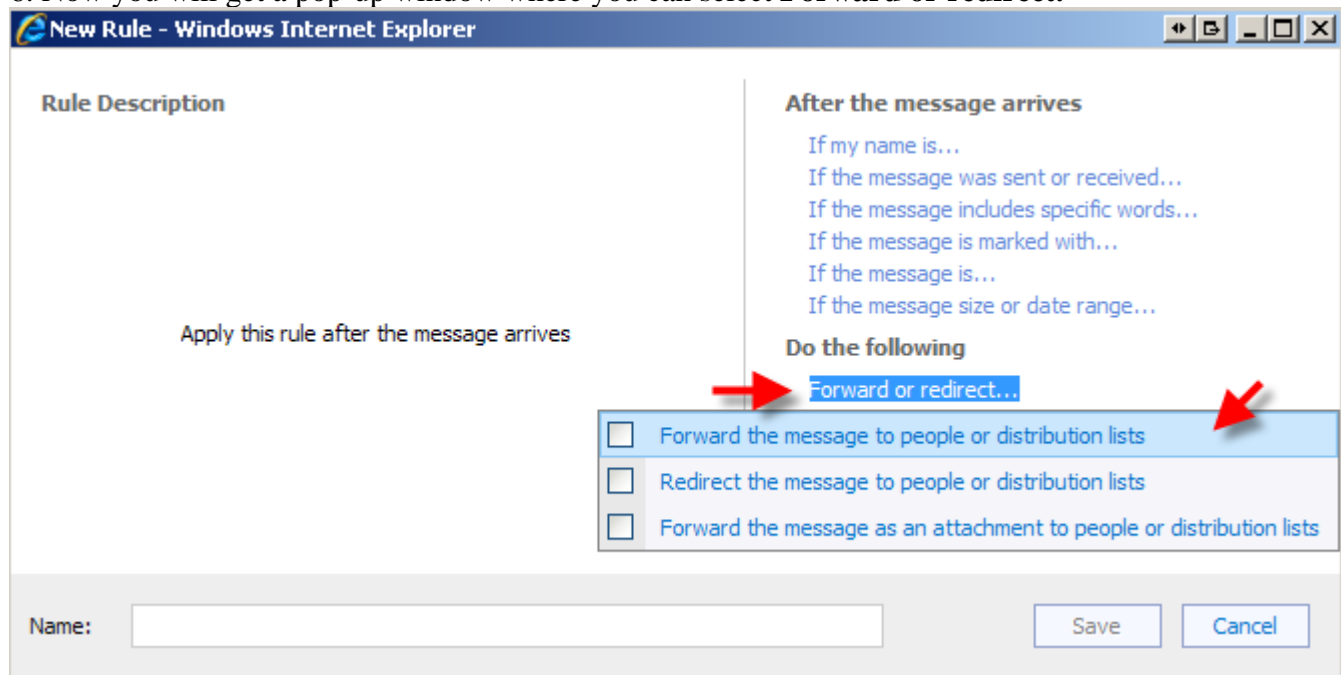
4. Choose **New Rule** in the middle column and in the drop-down menu choose **Create a new rule for arriving messages**.



5. If you use this procedure for the first time, you will get a frame **Compatibility with Outlook**, select **Delete Disabled Rules**.



6. Now you will get a pop-up window where you can select **Forward or redirect**.



Note – We recommend that you select - **Redirect the message to people or distribution lists** and put a check in the checkbox

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.

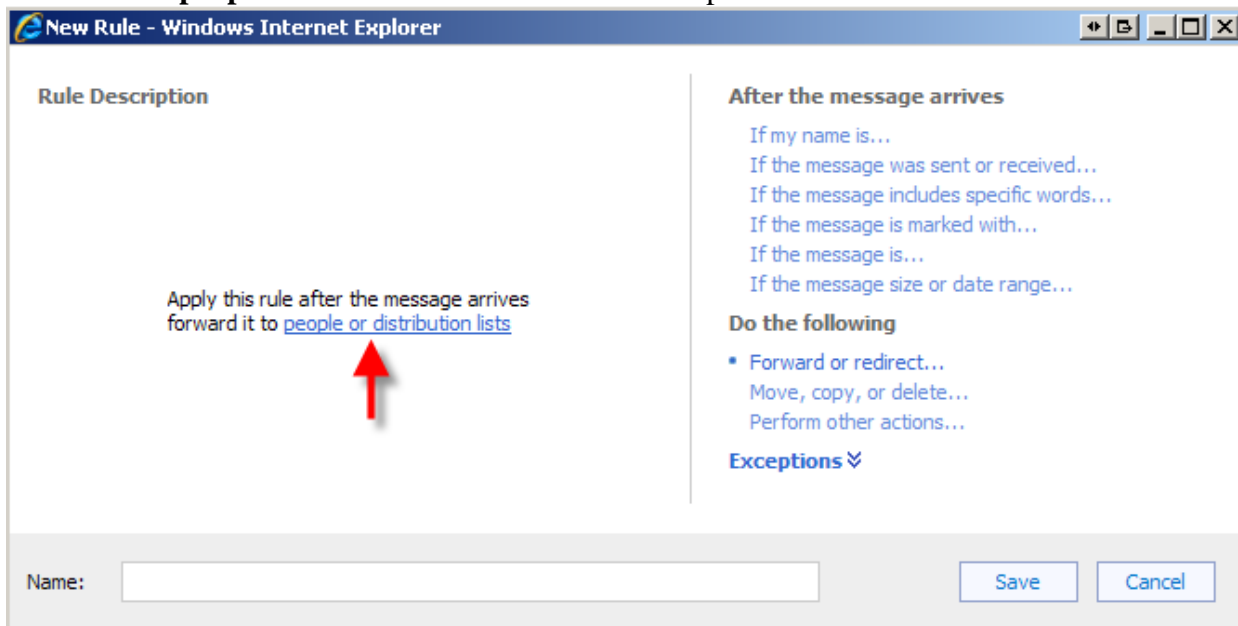
Under **Do the following**, you can also select - **Move, copy or delete** and put a check in the **Move the message to a specified folder** checkbox. Specify the folder as the **Deleted Items** folder, where they will be eventually purged by the email system. This will help you manage your mailbox.

Note – If you do not move messages to the Deleted Item folder, it is necessary for you to access your HCC mailbox periodically to remove all old e-mails to prevent your account from going over quota, which is 150MB. If your account does go over quota, you will eventually not be able to send or receive emails.

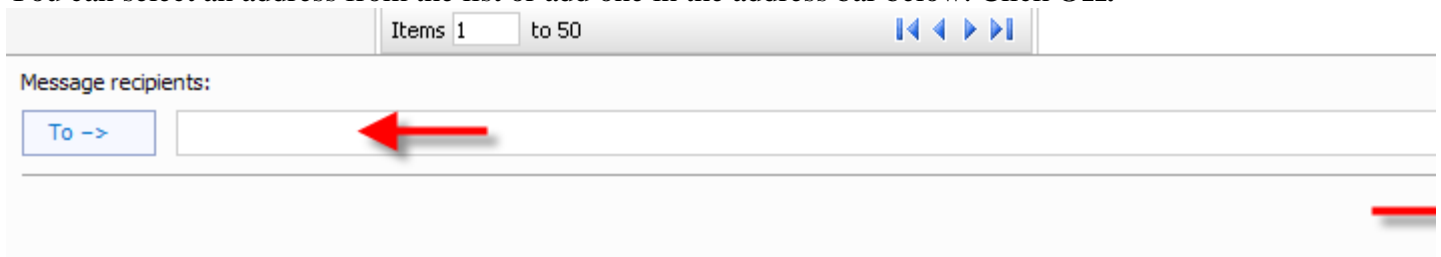
- To find your quota simply sit your mouse pointer over the first folder and a box will appear with your information. (Example below)



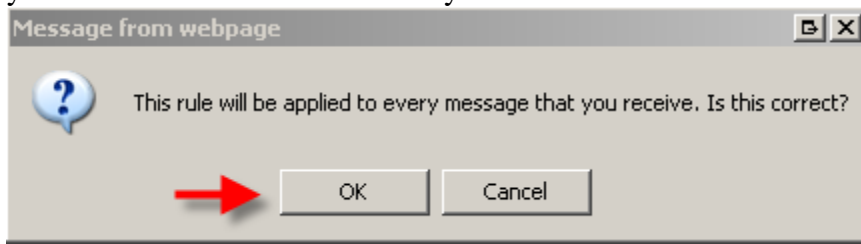
7. Now click **people or distribution lists** to select the person to whom the e-mails will be sent.



You can select an address from the list or add one in the address bar below. Click **OK**.



8. After verifying the **Rule Description** click **Save** on the **New Rule** dialog box. You get the message that all your e-mails will be forwarded to your new address click **OK** to create the rule.



9. **Congratulations! Your e-mail forwarding has been configured via OWA.**

