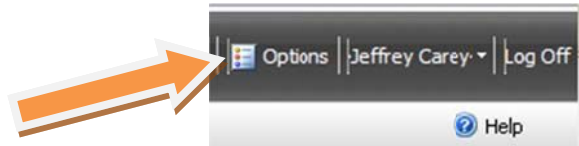


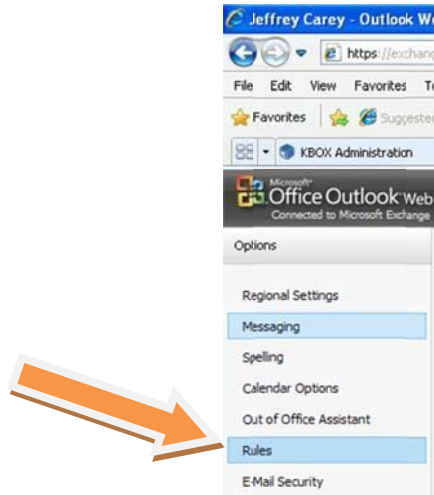
Instructions for Redirecting Exchange Email in OWA

Must be done in INTERNET EXPLORER

1. Go to exchange.sandiego.edu and login
2. Click **Options** in the upper right corner



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



4. Click **New Rule** and select “Create a new rule for arriving messages”



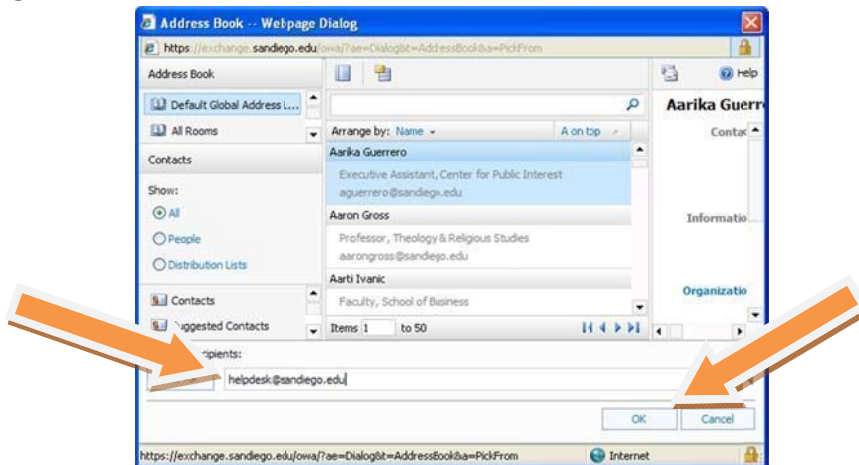
5. Select “Forward or redirect” and then choose “Redirect the message to people or distribution lists”



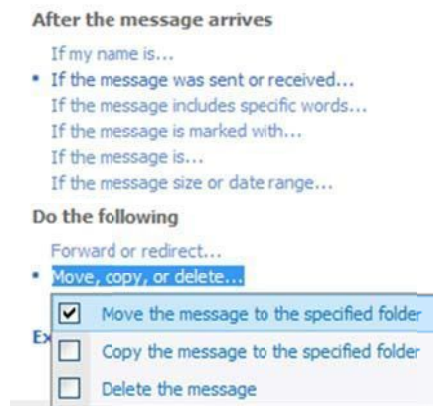
6. Then click on the link **people or distribution lists**

Apply this rule after the message arrives
redirect it to [people or distribution lists](#)

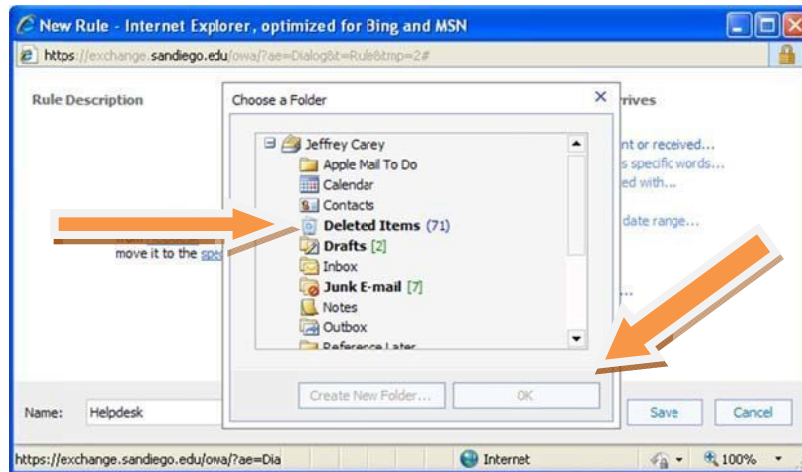
7. Enter the email address at the bottom of where you would like it forwarded to and then hit **OK** out of the window



8. Next, select **Move, copy or delete...** and “Move the message to the specified folder”



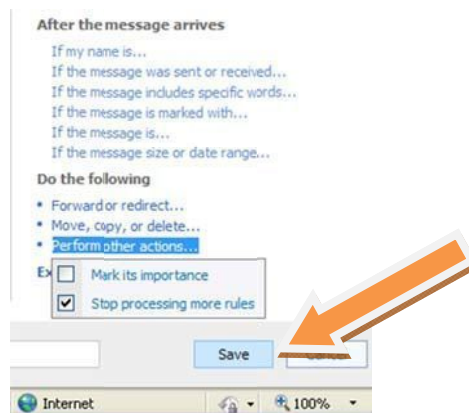
9. Then select “Specified” and choose the **Deleted Items** folder, then hit OK out of that window (By completing this step, this will manage your quota so your inbox does not fill and in result, you would stop receiving email until that was corrected. By moving to the Deleted Items, the message will be redirected to your other account, and then deleted automatically in 30 days from the Exchange mailbox server to ensure your quota is maintained)



10. Final step is select “Perform Other Actions...” and choose **Stop Processing More Rules**



11. Click **Save**



12. Click **OK** and you are finished

