Forward E-mail in Exchange 2007 Outlook Web Access

Follow these instructions to forward your e-mail, including messages originating from listservs. **You must use Internet Explorer or IE Tabs in Firefox to access this feature.** See how to [check your mailbox size](#).

1. Once you are logged into Outlook Web Access, click **Options** at the top right and then select **Rules** from the menu on the left.

2. Select **New Rule**, and then **Create new rule for arriving messages**. If you get a box titled **Compatibility with Outlook**, click the **Delete Disabled Rules** button.
3. Select **Forward or redirect**... in the **Do the following** section of the New Rule box that appears. Check the box to Redirect the message to people or distribution lists and click outside the options box to reveal the **New Rule** box below.
4. Now select Move, copy, or delete and check Delete the Message. Click the people or distribution lists link in the message "Apply this rule after the message arrives" on the left of the New Rule box. This brings up another window titled Address Book -- Webpage Dialog.

5. In the To -> line at the bottom of the window, type the address to which you want to forward your messages, and click OK.
6. After verifying the rule description is correct, click **Save**.

7. The next e-mail sent to your Puget Sound address will be forwarded to the account specified. A copy of the message will remain in the deleted folder of your Puget Sound mailbox.

**Important Note**

We suggest you redirect rather than forward your messages. If you create a rule to forward your e-mails to another account, forwarded messages will appear to be sent from your Puget Sound e-mail account. Using redirect allows messages to retain the original sender information. Please note other recipients to whom the e-mail was originally sent, copied, or blind-copied will not be retained.

**Check Mailbox Size**

When using Outlook redirect or forward rules, e-mails remain in the deleted folder of your Puget Sound mailbox. You will need to access your account periodically to remove old e-mails and prevent your mailbox from exceeding your 500 MB quota. If you exceed your quota, you will continue to receive e-mails but will be unable to forward them from your Puget Sound account.

To see your quota, place your mouse pointer over the first folder of your mailbox and the information will appear.