



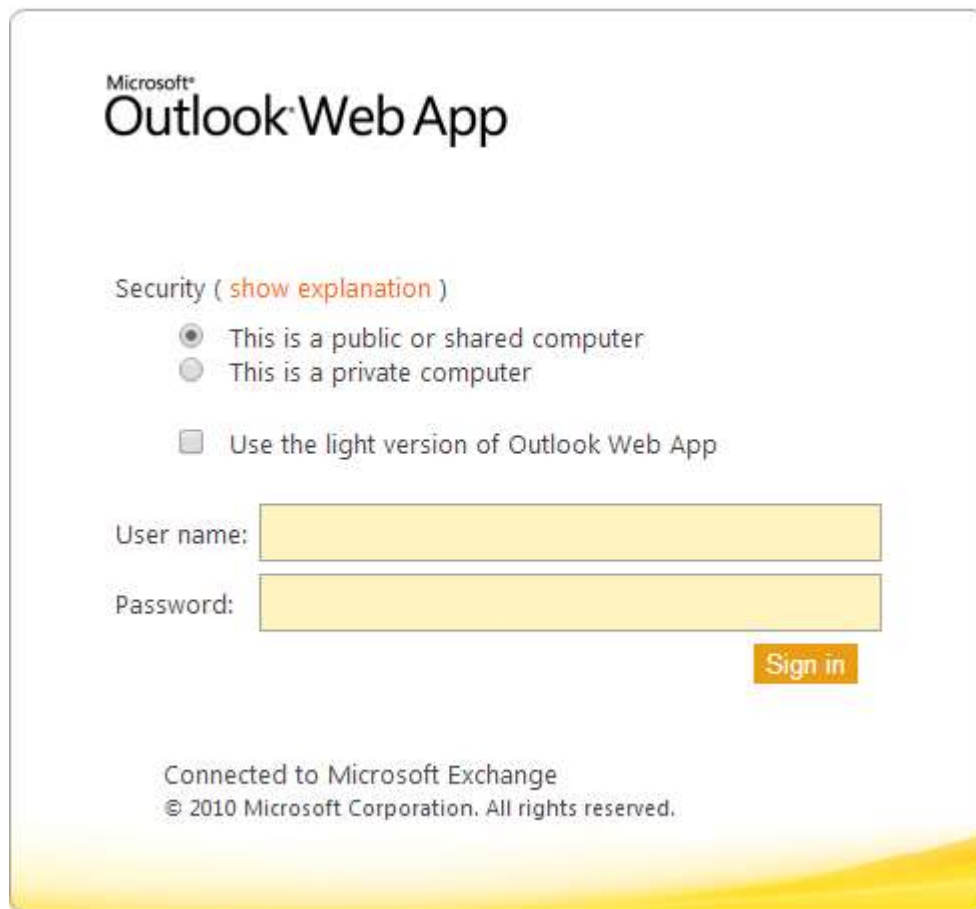
**Configuring forwarding to an
external email account for your
King's email**

Following directions show you how to redirect email messages sent to your Exchange 2010 account to your email account on another email server.

Please note that this process will not work from Google Chrome, as Google have disabled support for Java-based popups. Please use another browser such as Safari, Firefox, Opera, Internet Explorer, Edge, etc.

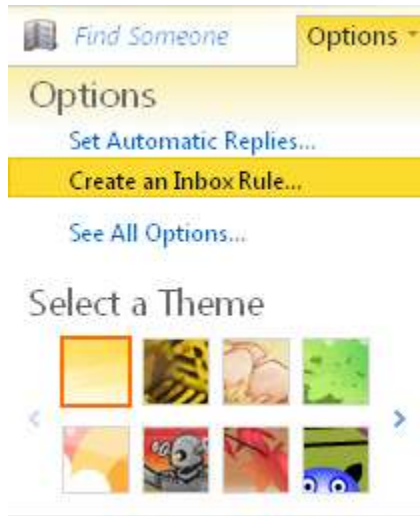
With this process you are setting up a rule on the Exchange server that will be in place whether you work with Outlook 2010 or [Outlook Web App](#)

1. Open [Outlook Web App](#) and log in with your *User ID* and *Active Directory (AD) password*.
(*Please make sure that your Outlook is not open at the same time.*)

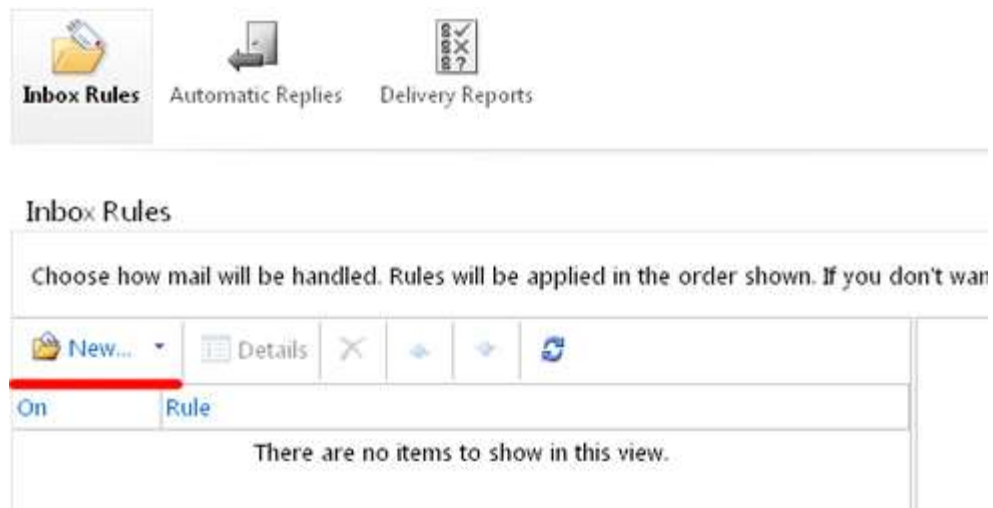


The screenshot shows the Microsoft Outlook Web App login interface. At the top left, it says "Microsoft® Outlook® Web App". Below this, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

2. Click "Options" in the upper right corner of the screen and select "Create an Inbox Rule" from the drop down list.



3. Click "New..." button from the "Inbox Rules" section on the right side of the window.



4. The "New Inbox Rule" window pops up

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

Select one ▼

Do the following:

Select one ▼

5. Under "Apply this rule..."

- First, select "[Apply to all messages]" from the drop down list for "**When the message arrives, and:**" box.

* When the message arrives, and:

Select one ▼

Select one

It was received from...

It was sent to...

It includes these words in the subject...

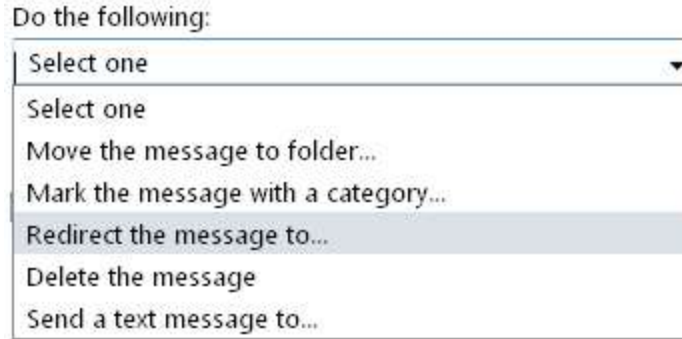
It includes these words in the subject or body...

It includes these words in the sender's address...

My name is in the To or Cc box

[Apply to all messages]

- Next, select "**Redirect the message to...**" from the drop down list for "**Do the following:**" box.



6. The "Address Book" window pops up, in the "TO ->" field at the bottom, type in the email address that you want your email messages to be redirected to (or select the email address from the Contacts or Address Book if that's applicable), then click "OK".



7. You're back to the "New Inbox Rule" window. You can either click the "Save" button at the bottom right corner to save this redirect rule or further define it by clicking "More Options..." button at the bottom.



8. To further define the rule, choose one of the three options: **Add Action**, **Add Exception**, and create a **Name of rule**.

Do the following:

Redirect the message to... ['anotherAccount@email.address'](mailto:anotherAccount@email.address)

Add Action

Except if:

Add Exception

Stop processing more rules [\(What does this mean?\)](#)

Name of rule:

[Apply to all messages]

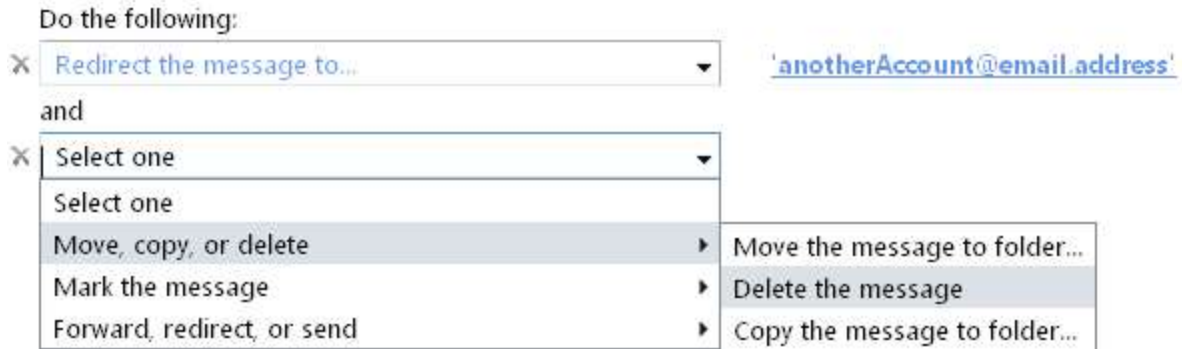
9. **Option One: Name your new rule**

By default, this redirect rule is named "[Apply to all messages]", we recommend you create a customized name for this rule. For example, it can be called "*Redirect all messages*". To rename it, erase the default text in the "**Name of rule:**" box (see above image) and type what you want to name it.

10. **Option Two: Add more actions**

By default, Exchange server keeps a copy of all redirected email messages in your Exchange account, if you do not want to keep a copy in your Exchange account, click "**Add Action**", select "**Move, copy, or delete**" from the drop down list, then select "**delete the message**" from the drop down list.

Attention: We do **NOT** recommend you do this. We recommend you move or copy the message to specific folders or mark them with a category.



Other actions that you can ask Exchange Server to do:

- Mark the message



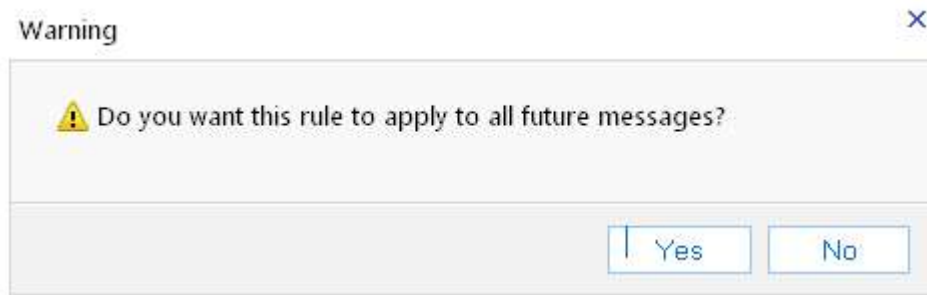
- Forward, redirect, or send the message



11. Option Three: Add exception

You can define conditions under which the Exchange Server should not apply the rule. To add exception cases, click "Add Exception" button under "Except if:" and make sure "Stop processing more rules" box is checked.

12. After setting up all actions and conditions, click "Save" button. A warning message pops up, click "Yes".



13. Now you are back to the "Inbox Rules" window. You'll see a new rule has been created with the name you gave (in this example, it was named "Redirect All Messages").



The rule becomes effective immediately after you save it. There is no need to log off the Exchange/Outlook account.