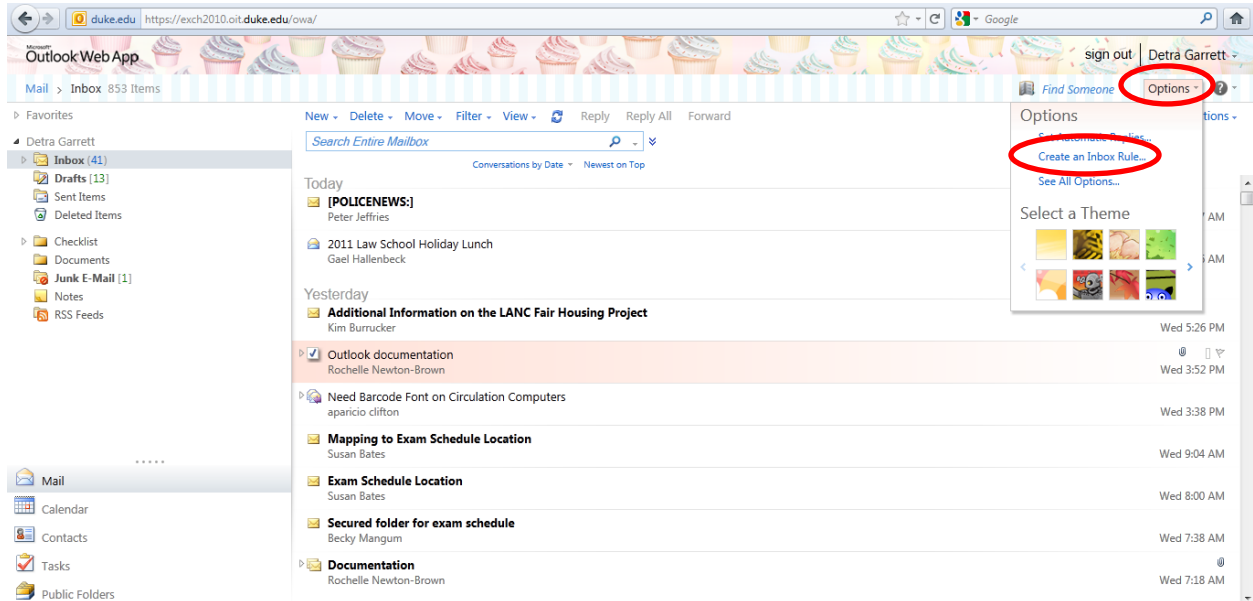
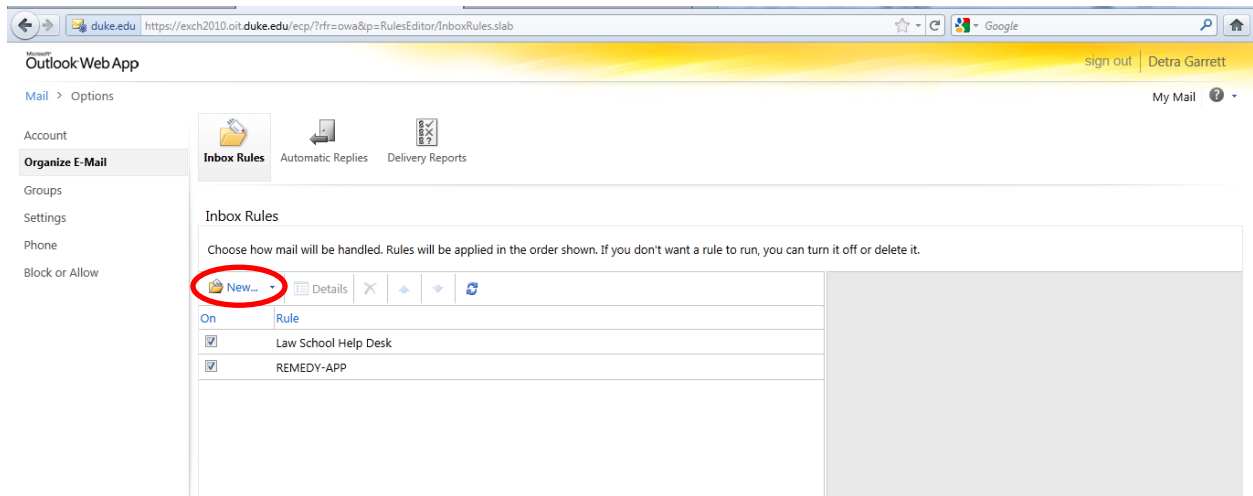


How to Create a Forwarding Rule in OWA

Within the Outlook Web App, at the top right corner, click 'Options' and select 'Create an Inbox Rule'



Click 'New'



For condition **'When the message arrives, and:'** click the dropdown menu and select **'[Apply to all messages]'**

For condition **'Do the following:'** click the dropdown menu and select **'Redirect the message to...'**

(Note: A second window will appear to enter the forwarding email address)

New Inbox Rule - Mozilla Firefox

duke.edu https://exch2010.oit.duke.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=3&ReturnObjectType=1

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:
[Apply to all messages]

Do the following:
Redirect the message to... 'dukelaawhelpdesk@gmail.com'

More Options...

Save Cancel

In the **To** field, type in the Gmail email address and click **Ok**

The screenshot shows a web browser window titled "Address Book - Mozilla Firefox" with the URL "https://exch2010.oit.duke.edu/owa/?ae=Dialog&t=AddressBook&a=PickTo". The interface is divided into several sections:

- Address Book:** A search bar and a list of contacts. The first contact, "001 Lyndhurst House", is selected and highlighted in orange. Below it are other contacts like "0011 Westbrook (28)", "0012 W - Fuqua (110)", etc.
- Contacts:** A sidebar on the left with options like "My Contacts", "Suggested Contacts", and "Contacts".
- 001 Lyndhurst House:** A detailed view of the selected contact, showing "Contact Alias" as "lyndhursthouse001-cds" and "E-mail" as "lyndhursthouse001-cds@win.duke.edu".
- Message recipients:** A field at the bottom labeled "To ->" containing the email address "dukelawhelpdesk@gmail.com".
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right. The "OK" button is circled in red.

Click 'More Options'

New Inbox Rule - Mozilla Firefox

duke.edu https://exch2010.oit.duke.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=3&ReturnObjectType=1

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to... 'dukelaawhelpdesk@gmail.com'

More Options...

Save Cancel

Click 'Add Action'

New Inbox Rule - Mozilla Firefox

duke.edu https://exch2010.oit.duke.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=4&ReturnObjectType=1

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Add Condition

Do the following:

Redirect the message to... 'dukelaawhelpdesk@gmail.com'

Add Action

Except if:

Add Exception

Stop processing more rules (What does this mean?)

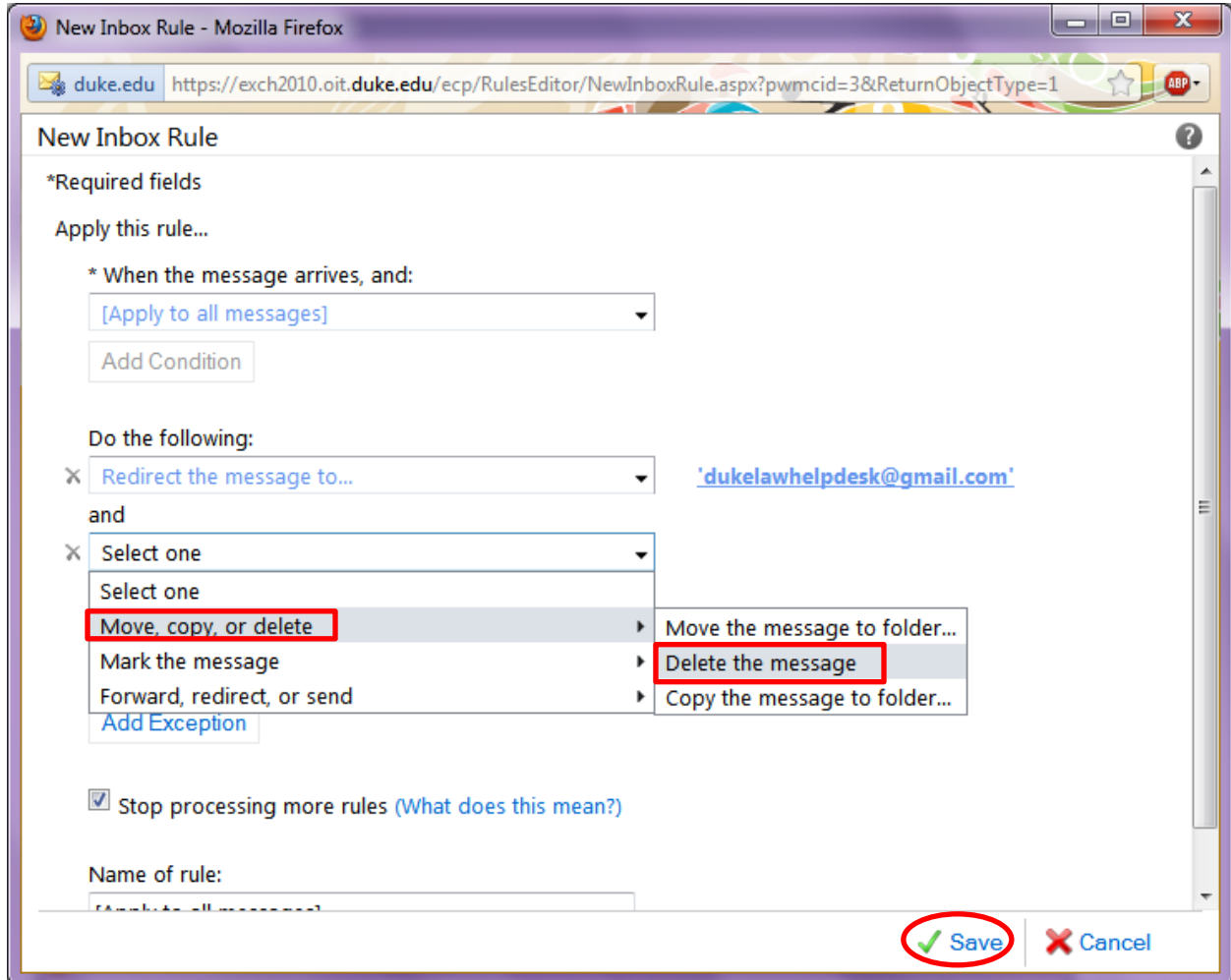
Name of rule:

[Apply to all messages]

Save Cancel

Select 'Move, copy, or delete' then select 'Delete the message'

Click 'Save'



Note: deleted messages are kept in the **Deleted Items** folder and will continue to count against your email quota. You will need to occasionally log into Exchange to empty **Deleted Items**. In the folder list on the left of the window, right click on **Deleted Items** and select "Empty Deleted Items."