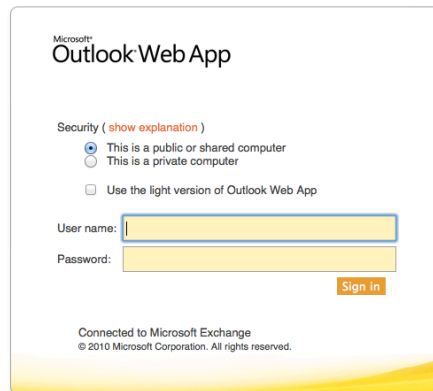




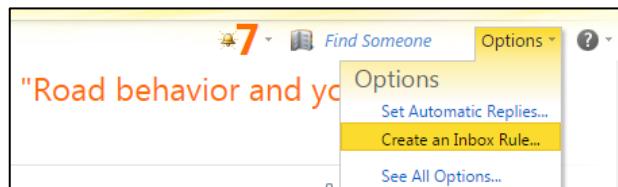
How do I automatically redirect all messages to another account?

Redirected messages appear as though they came from the original sender. Use a redirect message rule when you want replies to redirected messages to go to the original sender.

1. Access your WCM-Q email account by logging in to <https://email.qatar-med.cornell.edu/owa> (For PC users, we recommend you to use Firefox)

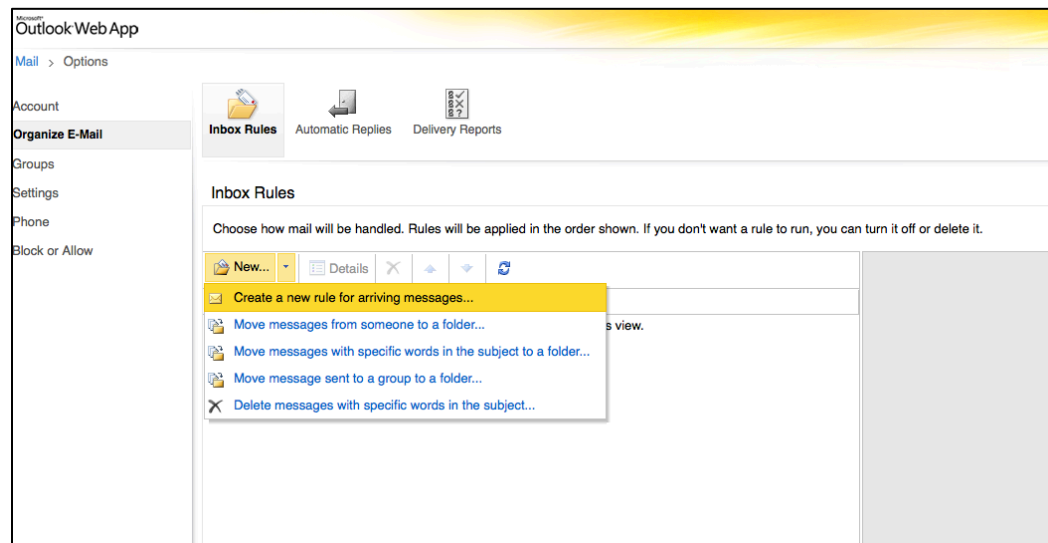


2. At the top of the page, select **Options > Create an Inbox Rule**

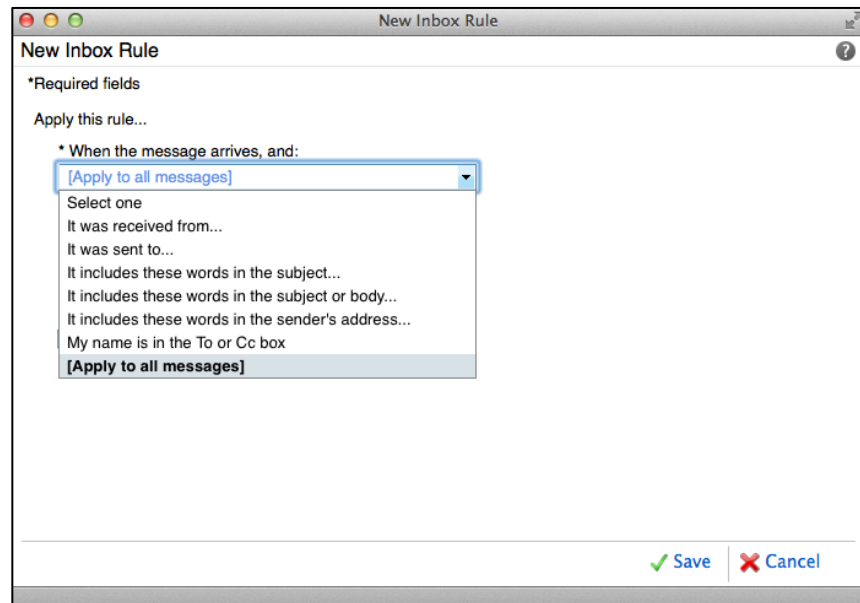


3. On the upper left hand of the page, select one of the following:

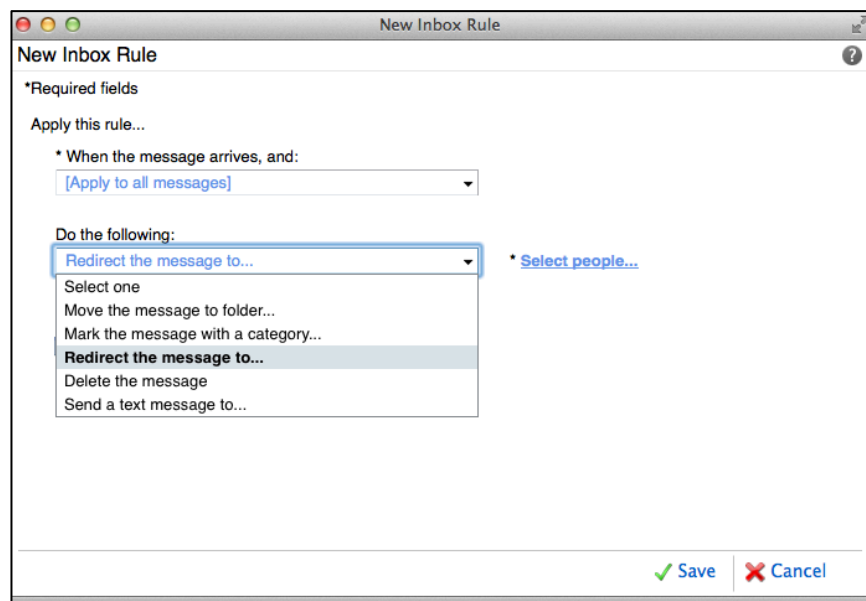
- **Organize email > Inbox rules > New + > Create a new rule for arriving messages**



4. Under **When the message arrives**, click on the dropdown menu and select **Apply to all messages**.



5. Under **Do the following**, click on the dropdown menu and select **Redirect the message to**.



6. Type a *name* for your rule. (Only if this option is available)
7. Enter the email address you want in the **To** box, or choose it from your list of contacts and choose **OK** to save your selections, and **OK** or **Save** to create the rule.

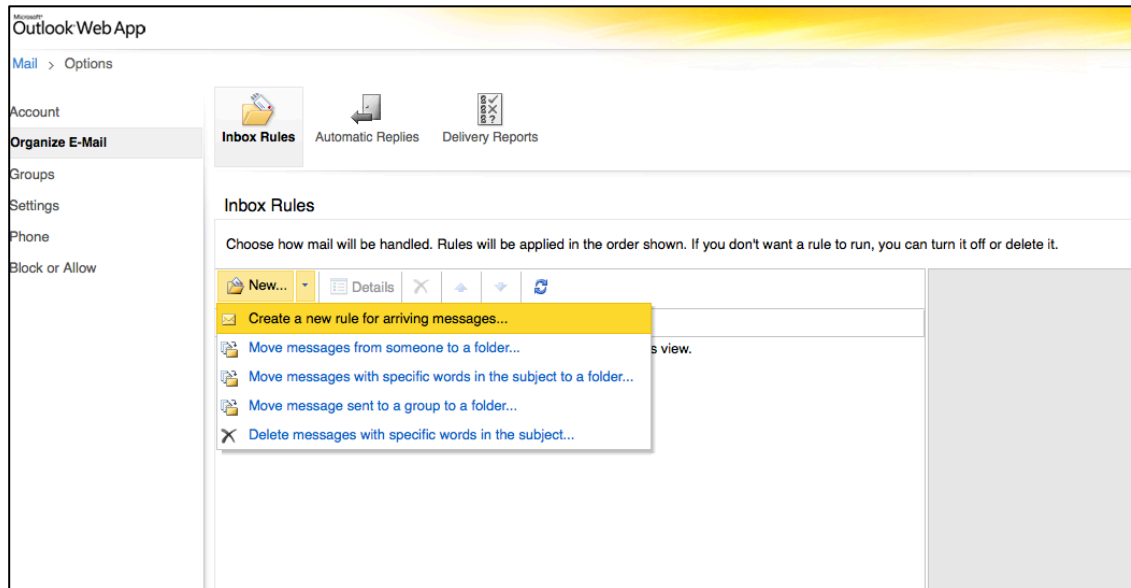
The screenshot shows a small dialog box titled 'Message recipients:'. It contains a label 'To ->' followed by a text input field. At the bottom right, there are 'OK' and 'Cancel' buttons.

How do I automatically forward all messages to another account?

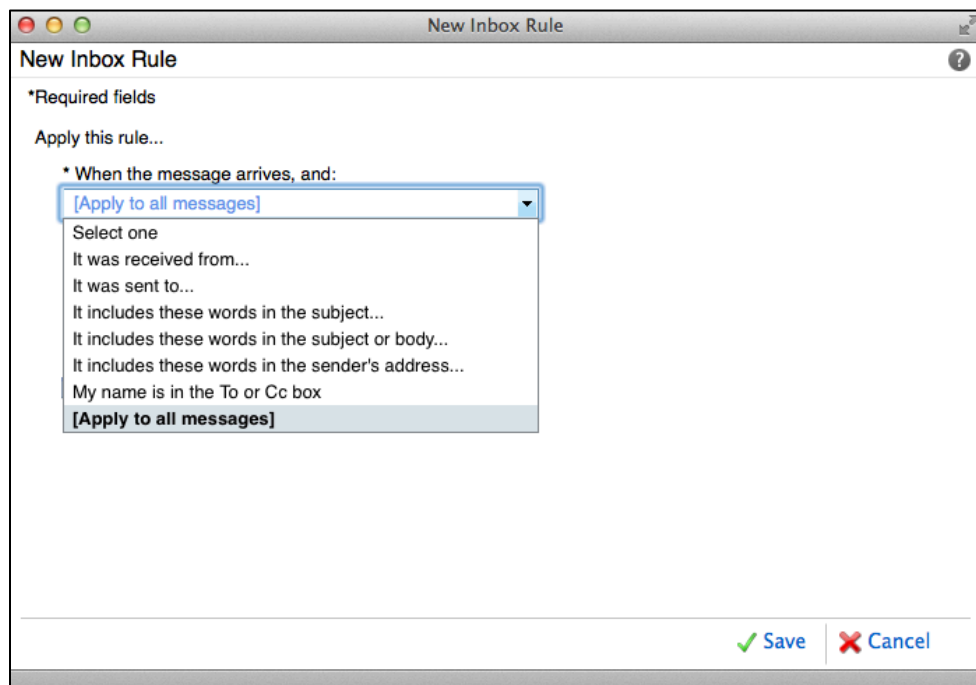
Forwarded messages appear as messages that are forwarded by you. Use a forward message rule when you want the replies to go to the address the messages are forwarded from, and not to the original sender.

1. On the upper left hand of the page, select one of the following:

- **Organize email > Inbox rules > New + > Create a new rule for arriving messages**



2. Under **When the message arrives**, select **Apply to all messages**.

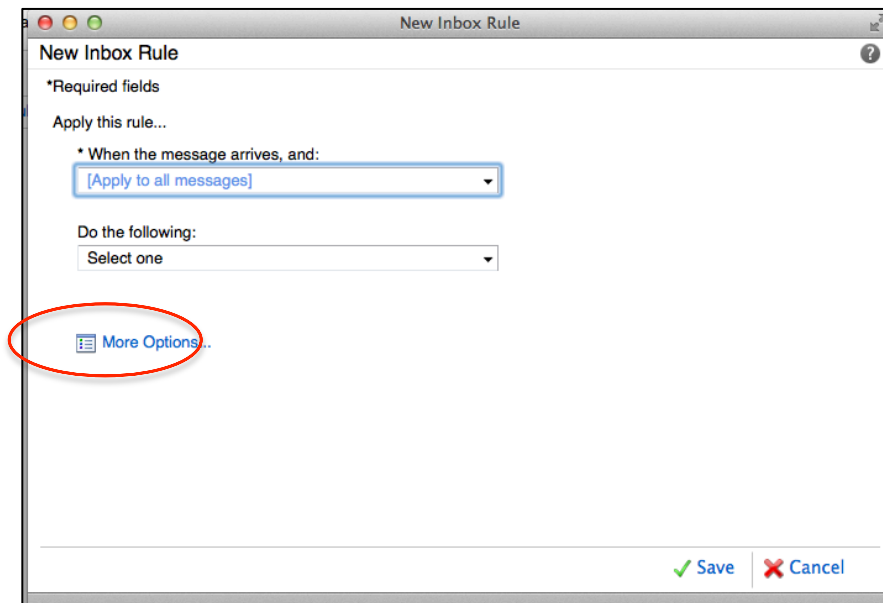


3. Select one of the following, depending on the settings you see:

- **Forward, redirect, or send > Forward the message to**

OR

- **More options > Forward, redirect, or send > Forward the message to**



New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

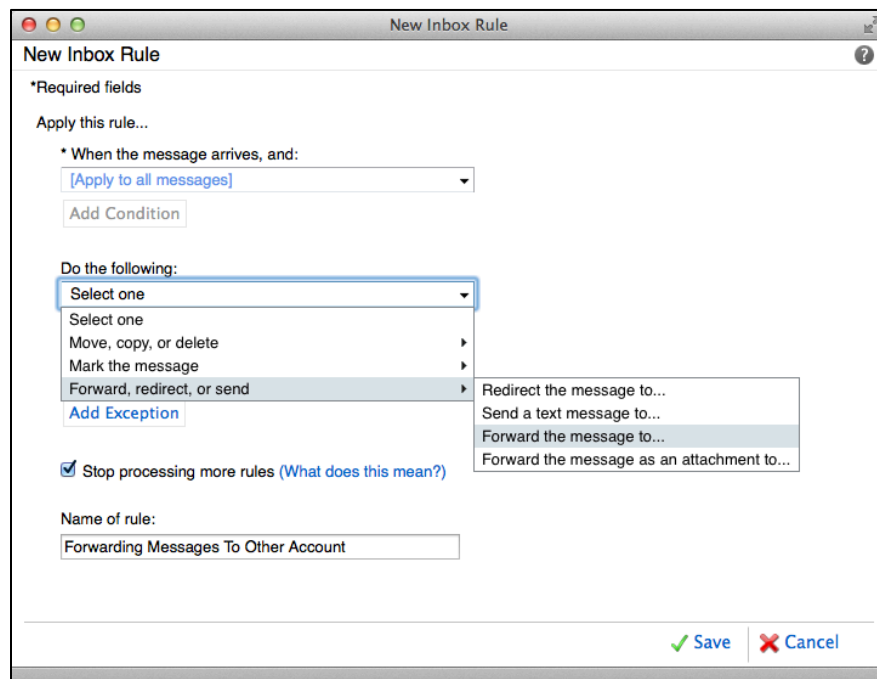
[Apply to all messages]

Do the following:

Select one

[More Options...](#)

✓ Save ✗ Cancel



New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Add Condition

Do the following:

Select one

Select one

Move, copy, or delete

Mark the message

Forward, redirect, or send

Add Exception

✓ Stop processing more rules (What does this mean?)

Name of rule:

Forwarding Messages To Other Account

✓ Save ✗ Cancel

4. Enter the email address you want in the **To** box, or choose it from your list of contacts.

5. Type a *name* for your rule

6. Choose **OK** to save your selections, and **OK** or **Save** to create the rule.