

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 <u>https://email.qatar-med.cornell.edu/owa</u> (For PC users, we recommend you to use Firefox)

Outlook Web App	
Security (show explanation) This is a public or shared computer This is a private computer Use the light version of Outlook Web Apo	
User name: Password:	
Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.	Sign in

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

Outlook Web App			
Mail > Options			
Account			
Organize E-Mail	Inbox Rules Automatic Replies Delivery Reports		
Groups			
Settings	Inbox Rules		
Phone	Choose how mail will be handled. Bules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it		
Block or Allow	New Details Details		

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

00	New Inbox Rule		R _M
New Inbox Rule			0
*Required fields			
Apply this rule			
* When the messa	and arrives and		
Apply to all mess	ge anives, and.		
Select one	sagesj		
It was received fro	rom		
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 me	ssages]		
		🗸 Save	🗙 Cancel
			•

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

00	New Inbox Rule	in the second	R _M
New Inbox Rule			0
*Required fields			
Apply this rule			
* When the message arrives, an	d:		
[Apply to all messages]	•		
Do the following:			
Redirect the message to	✓ * <u>Select people</u>		
Select one			
Move the message to folder			
Mark the message with a categ	jory		
Redirect the message to			
Delete the message			
Send a text message to			
-			
	×	Save	💥 Cancel

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

Message recipients:			
To ->			
		ОК	Cancel

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

Outlook Web App				
Mail > Options				
Account				
Organize E-Mail	Inbox Rules Automatic Replies Delivery Reports			
Groups				
Settings	Inbox Rules			
Phone	Choose how mail will be handled. Bules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.			
Block or Allow	New Details A Create a new rule for arriving messages Move messages from someone to a folder Move messages with specific words in the subject to a folder Move message sent to a group to a folder Move messages with specific words in the subject 			

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

$\Theta \Theta \Theta$	New Inbox Rule	R _M
New Inbox F	lule	0
*Required field	ls	
Apply this rule		
	7	
* When th	e message arrives, and:	
[Apply to	all messages]	
Select or	1e	
It was re	ceived from	
It was se	nt to	
It include	s these words in the subject	
It include	s these words in the subject or body	
It include	s these words in the sender's address	
My name	e is in the To or Cc box	
[Apply to	o all messages]	
	Sa	ve 💙 Cancel
	√ Jan	A Cancer

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

```
\,\circ\, Forward, redirect, or send > Forward the message to
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```
OR
```

```
• More options > Forward, redirect, or send > Forward the message to
```

	a \varTheta O O New Inb	ox Rule	ц ^л
	New Inbox Rule		0
	*Required fields		
	Apply this rule		
	* When the measure arrives and		
	[Apply to all massages]		
		-	
	Do the following:		
	Select one	•	
(III More Options.		
		(Sava	Cancel
		V Save	Cancer
ſ	● ● ● ● New Inbo	x Rule	л.
	New Inbox Bule		0
	*Bequired 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		
	Add Exception	Redirect the message to	
	Add Exception	Forward the message to	
		Forward the message as an attachment	to
	Stop processing more rules (What does this mean?)	Ŭ	
	Name of rule:		
	Forwarding Massages To Other Account		
	i Grwarding messages to Other Account		
		Save 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.