Set up auto email forwarding using Outlook Web Access (OWA)

Step-by-step guide

1. Step 1: Click here to open Outlook Web app.

Note: If you are not yet signed in, please sign in using SU email address and password.



and select "View Outlook settings". 2. Upon successful sign in, please click on the icon

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Settings ×						
	Search Outlook settings					
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De	Desktop notifications ①					\supset
Dis	Display density ①					
	Room	У	Cozy		Compac	t
Arrange message list						
Group into conversations						
Show each message separately						
Arrange the reading pane						
O Newest on top -						
View all Outlook settings 53						

3. On Mail tab, select "Rules" to create a rule that will forward all emails.

Settings	Layout	Layout ×	
Eearch settings © General Mai Calendar a^P People	ttings Compose and reply aral Attachments Rules Sweep Jan Ann email	Focused Inbox Do you want Outlook to sort your email to help you focus on what matters most? Sort messages into Focused and Other Don't sort my messages	
View quick settings Sync email Mossage handlin Automatic replie S/MIME Groups	Customiae actions Sync email Message handling Automatic replies S/MIME Groups	Message height This will change the font size and number of messages. Small Medium Estype	
		Message height How many rows should each message use? Always use multiple rows Switch between one and multiple rows based on screen size	
		Message organization How do you want your messages to be organized? Show email grouped by conversation Show email as individual messages Arrange the reading pane	

4. Under Rules, click on "Add new rule".

Layout	Rules ×
Compose and reply Attachments	You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.
Rules	+ Add new rule

5. Enter a name for this rule and under "Add a condition" and "Add an action", select "To" and Forward to" options respectively.

Layout	Rules ×
Compose and reply	
Attachments	1 Name your rule
Rules	Enter a name.
Sweep	2 Add a condition
Junk email	Select a condition \checkmark
Customize actions	
Sync email	3 Add an action
Message handling	Select an action \checkmark
Automatic replies	Add an exception
S/MIME	
Groups	Stop processing more rules U

6. Below is an example of what your screen should look like. Select "Save" button at the bottom to save the rule.

Note: You can specify any personal email address you wish to auto forward emails to.

Settings	Layout	Rules ×
Settings Settings Search settings Mail Calendar R ^A People View quick settings	Layout Compose and reply Attachments Fules Sweep Junk email Customize actions Sync email Message handling Automatic replies SyMIME Groups	Rules × Image: Add a condition Image: Add an action Image: Add an action Image:
		Save Discard

Important: Your email account will be deactivated by the end of your graduation or employment termination date is met, upon which the forwarding rule will no longer be valid.

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