


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.

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

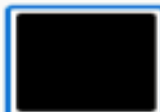


Settings

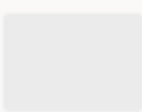


Search Outlook settings

Theme



Office



[View all](#)

Dark mode ⓘ



Focused Inbox ⓘ



Desktop notifications ⓘ



Display density ⓘ



Roomy



Cozy



Compact

Arrange message list

☒ Group into conversations

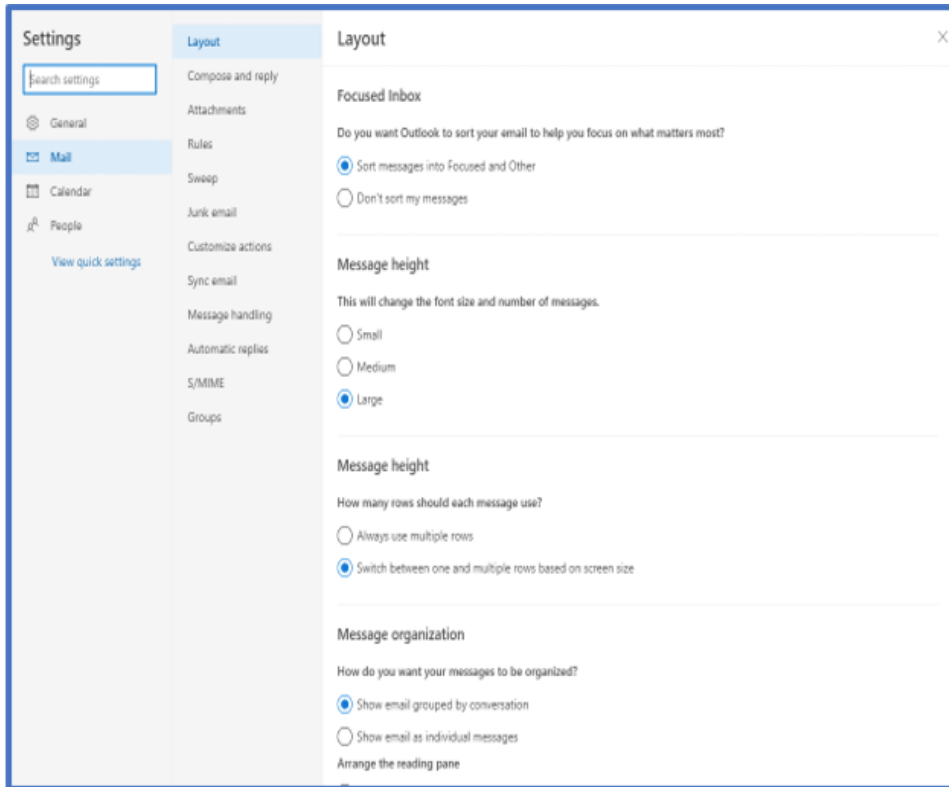
☐ Show each message separately

Arrange the reading pane

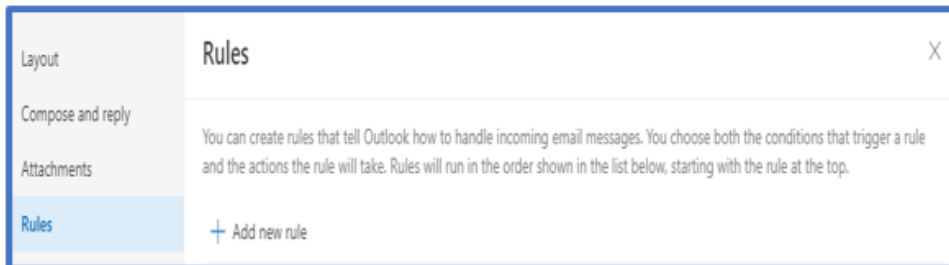
☐ Newest on top

[View all Outlook settings](#) ⓘ

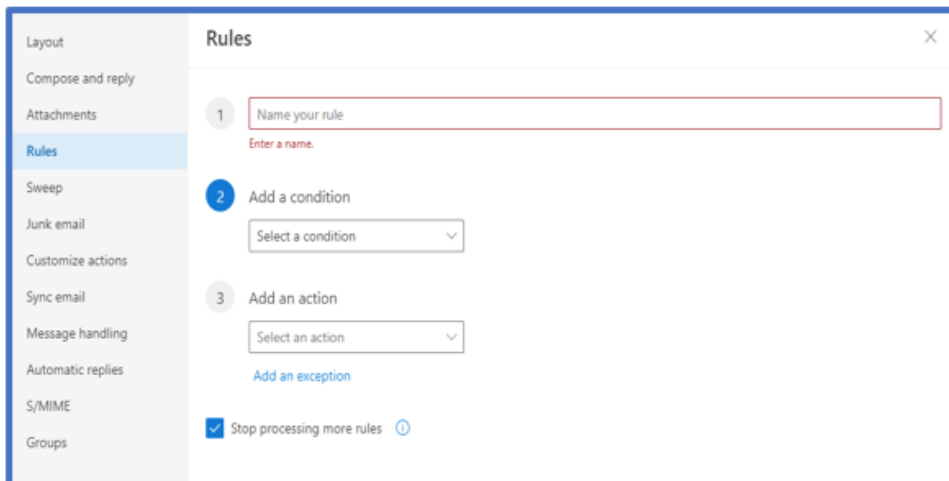
3. On Mail tab, select "Rules" to create a rule that will forward all emails.



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

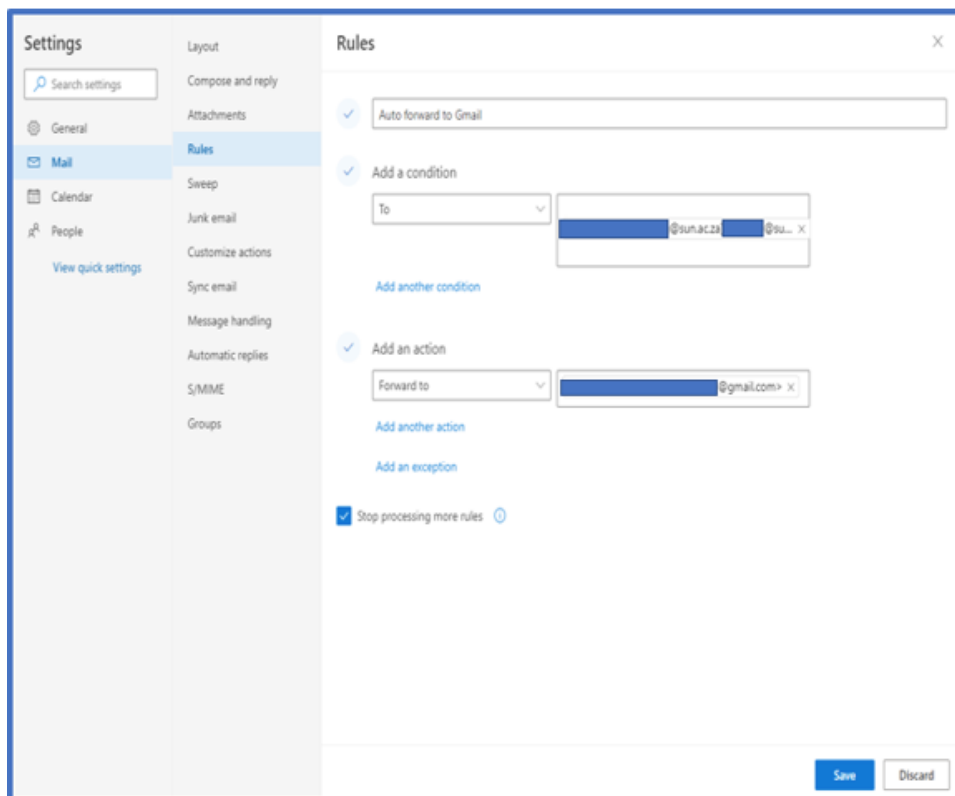


5. Enter a name for this rule and under "Add a condition" and "Add an action", select "To" and Forward to" options respectively.



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.



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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