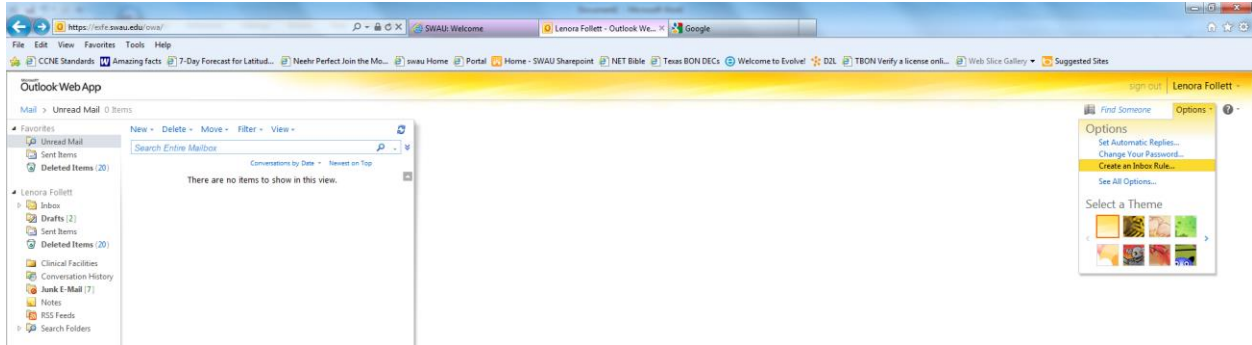


## How to Forward Your SWAU email to another email address

Go to the SWAU Webmail: <http://webmail.swau.edu>

Sign into webmail (“Outlook Web App”) with your password

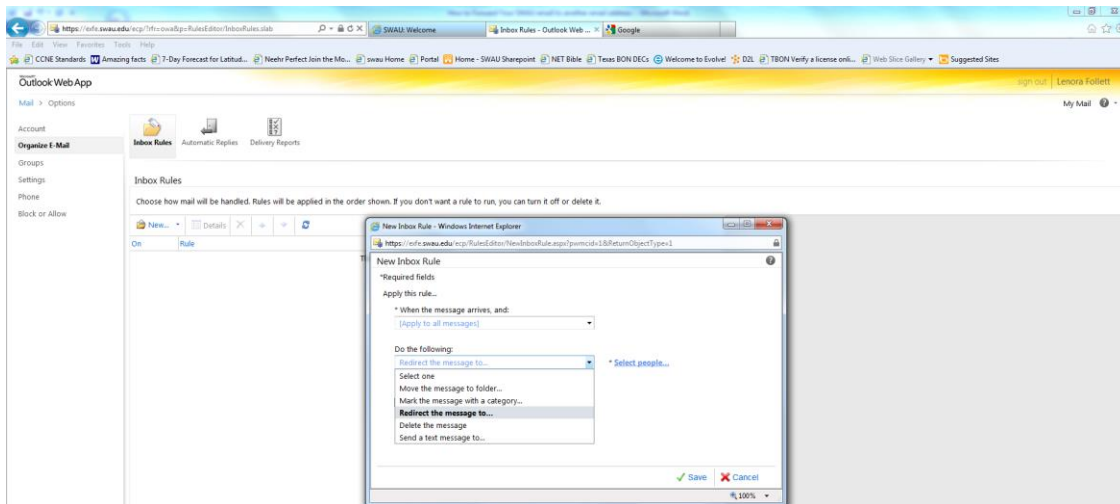
Under your name on the right you will see “options” – Click on Options  
Choose “Create an Inbox Rule” (see screen shot below)



Under “New” Choose “Create a New Rule for Arriving Messages” (see screen shot below)

Under “When the message arrives..” Choose “Apply to all messages”

Under “Do the following” Choose “Redirect the message to...” (see screen shot below)



Type your email address in the box at the top and hit “OK”