Forward All Email to External Email Address

You can forward all incoming email to an external address (Yahoo, Gmail etc.) by setting an **Inbox Rule**.

1. Log into Outlook Web App ([https://mail.chaffey.edu/owa](https://mail.chaffey.edu/owa)).
2. Click the **Options** link in the upper right hand corner of the screen. Then click on **Create an Inbox Rule**.
3. Click on **New**.
4. On the New Inbox Rule window under the **Apply this rule**... heading, select the drop down menu under *When the message arrives...* and select **[Apply to all messages]**.
5. Next under **Do the following**: select **Redirect the message to...** and a new window will open for you to select the destination email address.

6. In the **Address Book** window enter the email address you want to forward to in the **To ->** field at the bottom of the page and click **OK**.

7. Back on the New Inbox Rule click **More Options** to further configure the rule.

8. Next click **Add Action** to further modify the rule.
9. From the dropdown menu select **Move, copy, or delete** and then select **Delete the message**. Next enter a name for the new rule at the bottom of the page under **Name of rule:** and click **Save**.

10. You will be prompted with a warning to apply to all future messages, click **Yes** to continue.

11. You have now created the auto forward rule and all messages sent will be directed to the outside email address you specified.

12. **IMPORTANT NOTE !!!** – All email will be forwarded and then placed in the Deleted Items folder but there is no way to automatically empty this folder thru a rule! You must periodically log into your Outlook Web Application account and empty the Deleted Items folder.