How to Set Up E-mail Redirect in Outlook Web Access (OWA)

1. Open the Internet Explorer browser and go to https://wa.gc.cuny.edu. (This will not work with any other browser). Macintosh users should use Citrix XenApp to enable this feature (go to https://remote.gc.cuny.edu to access Citrix XenApp.)

2. Log into OWA, then click the Options button (top-right corner) (Fig. 1).

![Fig. 1. Option button in OWA](image)

3. Select Rules > New Rule (left column) (Fig. 2).

![Fig. 2. Rules, New Rule](image)

4. Select Create a new rule for arriving messages (Fig. 3).

![Fig. 3. Create a new rule for arriving messages option](image)

5. Click the checkbox: Do not show me this message again checkbox (Fig. 4) in the Compatibility with Outlook window, then select the Delete Disabled Rules button.

![Fig. 4. Compatibility with Outlook window](image)

6. Select the condition(s) for when the rule should execute (listed in the: After the message arrives section), otherwise this rule will be applied to all e-mails you receive.
7. In the section: **Do the following**, select **Forward or redirect >> Redirect the message to people or distribution lists** (Fig. 6). Click into a blank space to close the list of options.

8. (Optional) To delete redirected e-mails, select **Move, copy or delete >> Delete the message** checkbox (Fig. 7).

9. Click on the **people or distribution lists** (left pane) to add the person or group who should receive your redirected e-mails.

   The GC Address Book will open with a link to your Contacts in the left column. You can use the **Search** box to find desired names. (To switch to your Contacts list, click on the **Contacts** link (Fig. 9).

10. Double-click on a name to add it to the **TO:** box, or type an e-mail address in the **TO:** box at the bottom of the window, and then click OK (bottom-right of window).

11. Review the conditions of your rule in the Rule Description window, then click the **Save** button and logout.