

Creating a Rule to forward your e-mails to a preferred address

Step 1.

Open your Bolton - Outlook Web Access account

Step 2.

At the bottom left hand side under Mail Folders select Rules

Step 3.

On the top line of the Rules window select New – you will be presented with the box on the right.

Step 4.

Setting up the Rule – (Screen shot right)

- In the top box type in a Rule Name, this is optional but advisable for future reference if you need to edit it, should you change your preferred e-mail address
- Leave all the 'Where the' and 'Sent to' boxes blank
- At the bottom, check the 'Forward it to' button and type in your preferred e-mail address
- If you wish to keep a copy of the e-mail in your Bolton account Inbox, tick the check box at the bottom

The screenshot shows the 'Edit Rule' dialog box in Outlook Web Access. The title bar reads 'Edit Rule : Outlook Web Access -- Webpage Dialog'. At the top left, there are buttons for 'Save and Close' and 'Help'. The main area is divided into sections: 'Rule Name (optional)' with a text box containing 'Redirect my Bolton mail'; 'When a message arrives' section with 'Where the' sub-section containing 'From field contains', 'Subject contains', and 'Importance is' (set to 'Any'); 'Sent to' section with 'People or Distribution List' and 'Or is' (checkbox 'Sent only to me'); and 'Then' section with radio buttons for 'Move it to the specified folder', 'Copy it to the specified folder', 'Delete it', and 'Forward it to' (selected), with a text box containing 'you@hotmail.com' and a checked checkbox 'Keep a copy in my Inbox'.

Step 5.

Click Save and Close on the top line.

You have now set up the rule to forward all e-mails from you@bolton.ac.uk to you@hotmail.com or any other address you choose.

To download a full version of this page with screen shoots go to www.bolton.ac.uk/timetables/e-mail_rules.pdf