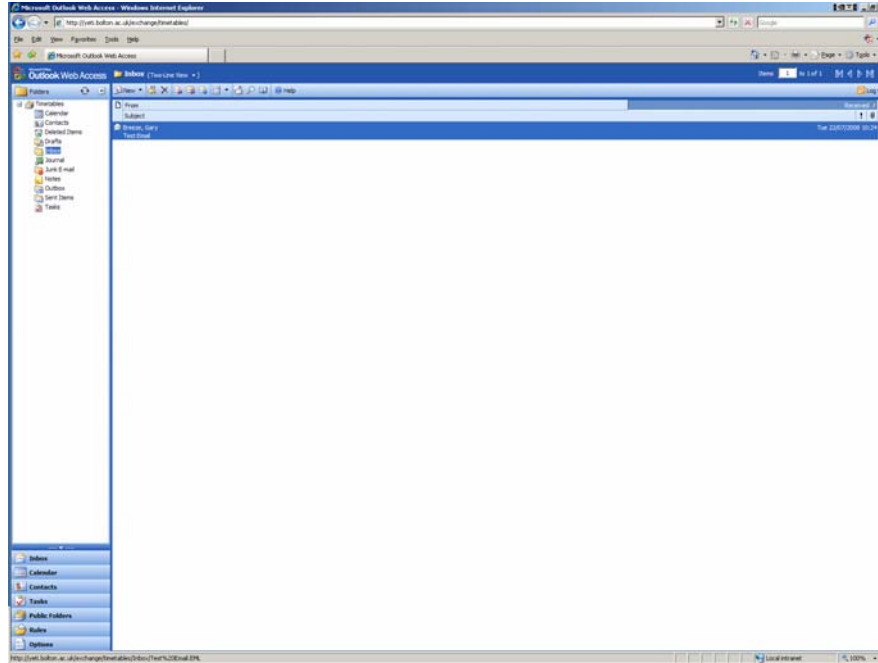
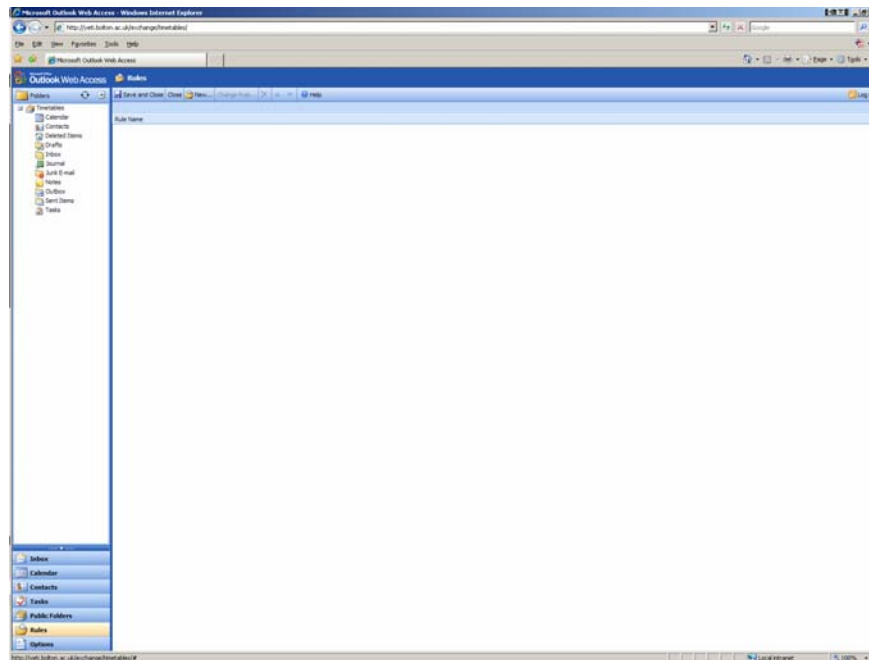


Setting up an Rule to forward your e-mail to a preferred e-mail address

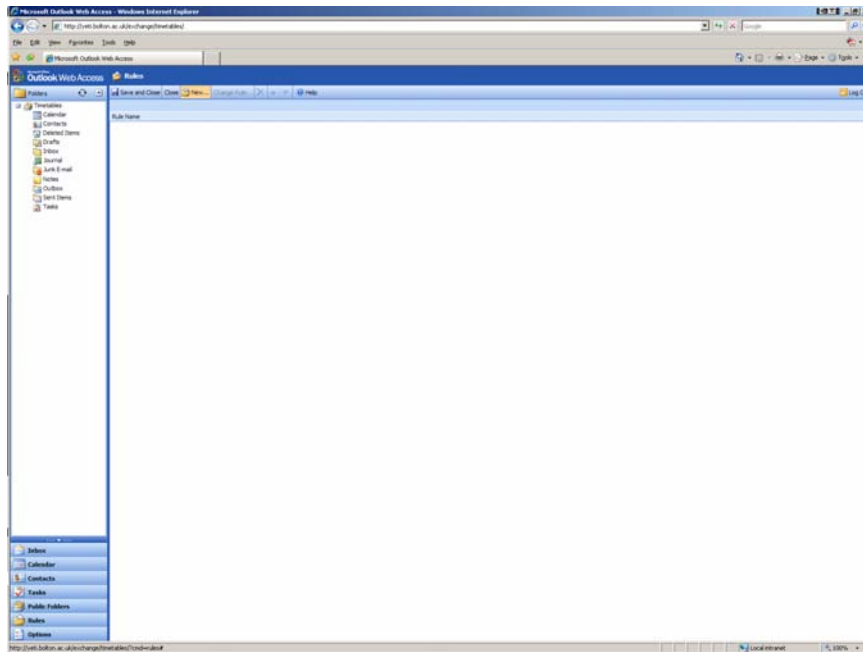
Open your bolton.ac.uk - Outlook Web Access account, you should see the screen below.....



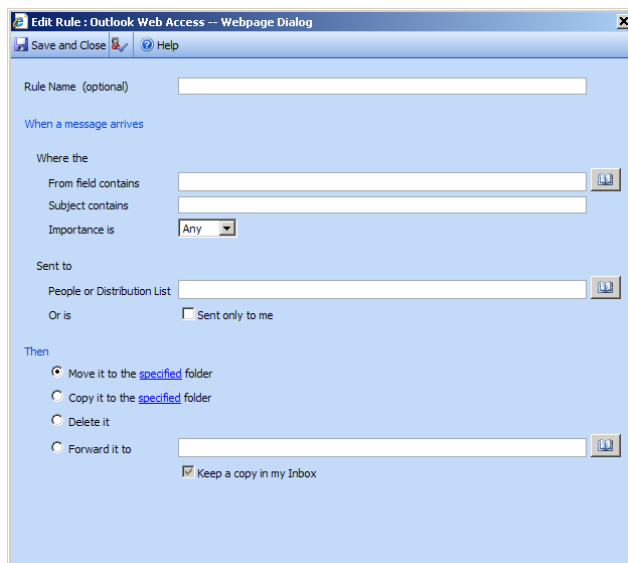
.....on the left hand side near the bottom select Rules (highlighted), this will open the screen below.....



.....on the top line click on New (highlighted).....



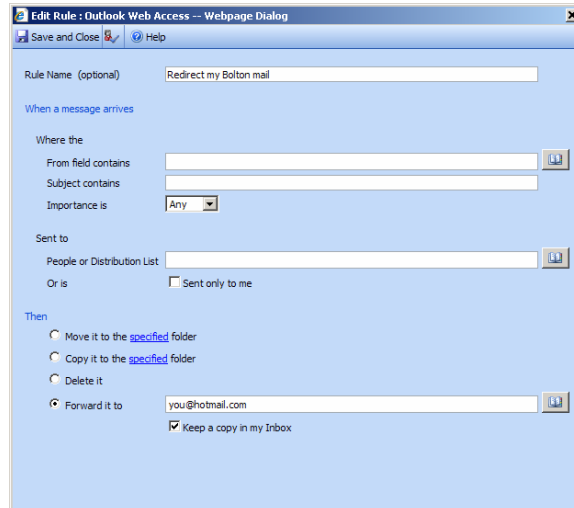
.....you will then be presented with the dialogue box below.



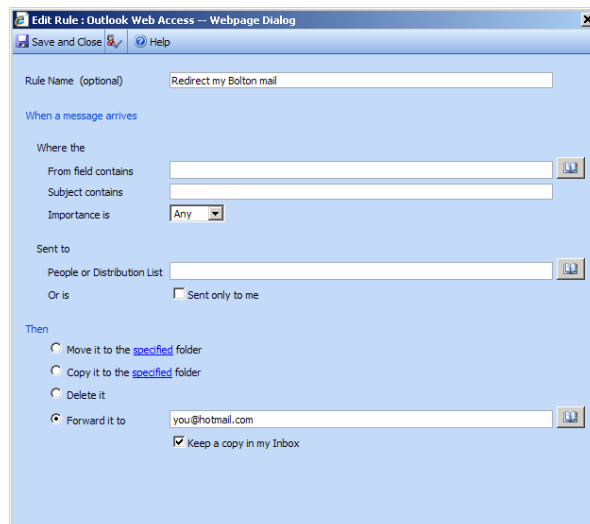
Complete the above dialogue box as shown on the next page.

Setting up the Rule

- In the top box type in a Rule Name, this is optional but advisable for future reference if you need to edit it, if you change your preferred e-mail address
- Leave all the 'Where the' and 'Sent to' boxes blank
- At the bottom, check the forward 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



Finally, click on Save and Close



You have now set up the Rule to forward all e-mails sent to you@bolton.ac.uk to your preferred e-mail address.