Shippensburg University:
How to forward your email to another account
1- Go to the mail.ship.edu page to use Outlook Web Access (OWA) and sign into your email using your Shippensburg University email address and password.
2- Click “Options” located in the upper right corner of the web page.
3-When the options drop down menu appears; select the “Create Inbox Rules” option.
4- Click the “New” button.
5- A new page will open to create the new inbox rule. The first drop down menu asks for what messages you want the rule to apply to. Select the “Apply to all messages” option.

6- The second dropdown menu asks for what to do to the message. In this drop down menu select the “Redirect the message to…” option.
7- A new window will appear with an address book to select the email address to forward the message to. At the bottom of the page, enter the email address you want the emails forwarded to (in this example test@test.com). Then press “OK.”
8- Click the “Save” button on the new inbox rule page to save the rule. Your email will now be forwarded to the account you specified.