

# 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.

SHIPPENSBURG UNIVERSITY  
Outlook Web Access

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange  
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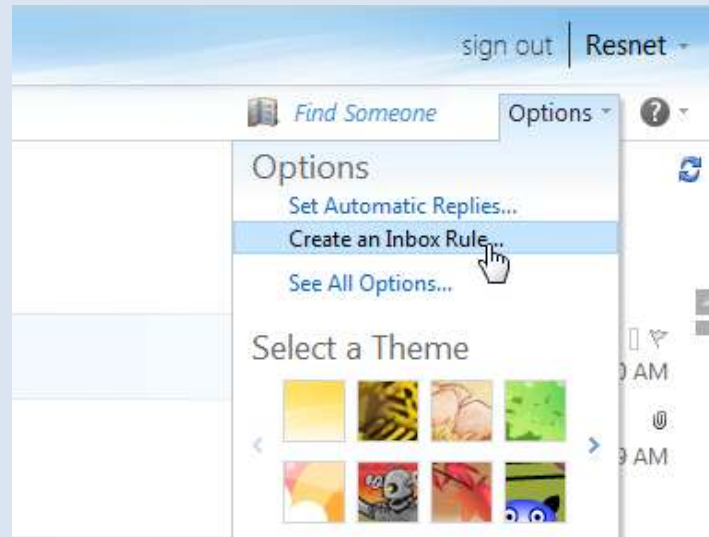
Email Options	Student Links	Faculty/Staff Links
<a href="#">Reset My Password</a>	<a href="#">Student File Space</a>	<a href="#">Faculty/Staff File Space</a>
<a href="#">Change My Password</a>	<a href="#">Student Web Space</a>	<a href="#">Faculty/Staff Web Space</a>
<a href="#">Manage Spam</a>	<a href="#">Student Information System</a>	<a href="#">Ship Home Page</a>

Have Questions? [Visit our online users guide.](#)

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.

The screenshot displays the Microsoft Outlook Web App interface. At the top left, the text "Microsoft Outlook Web App" is visible. Below it, the navigation path "Mail > Options" is shown. On the left side, there is a vertical menu with the following items: "Account", "Organize E-Mail" (which is highlighted), "Groups", "Settings", "Phone", and "Block or Allow". The main content area is titled "Inbox Rules" and contains the text: "Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can t". Below this text is a toolbar with several icons: a yellow "New..." button with a folder icon, a "Details" button with a list icon, a close button (X), a left arrow, a right arrow, and a refresh button. A mouse cursor is pointing at the "New..." button. At the bottom of the toolbar, the text "On" and "Rule" is visible.

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.

New Inbox Rule - Mozilla Firefox

ship.edu https://mail.ship.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1

### New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:

[Apply to all messages]

Do the following:

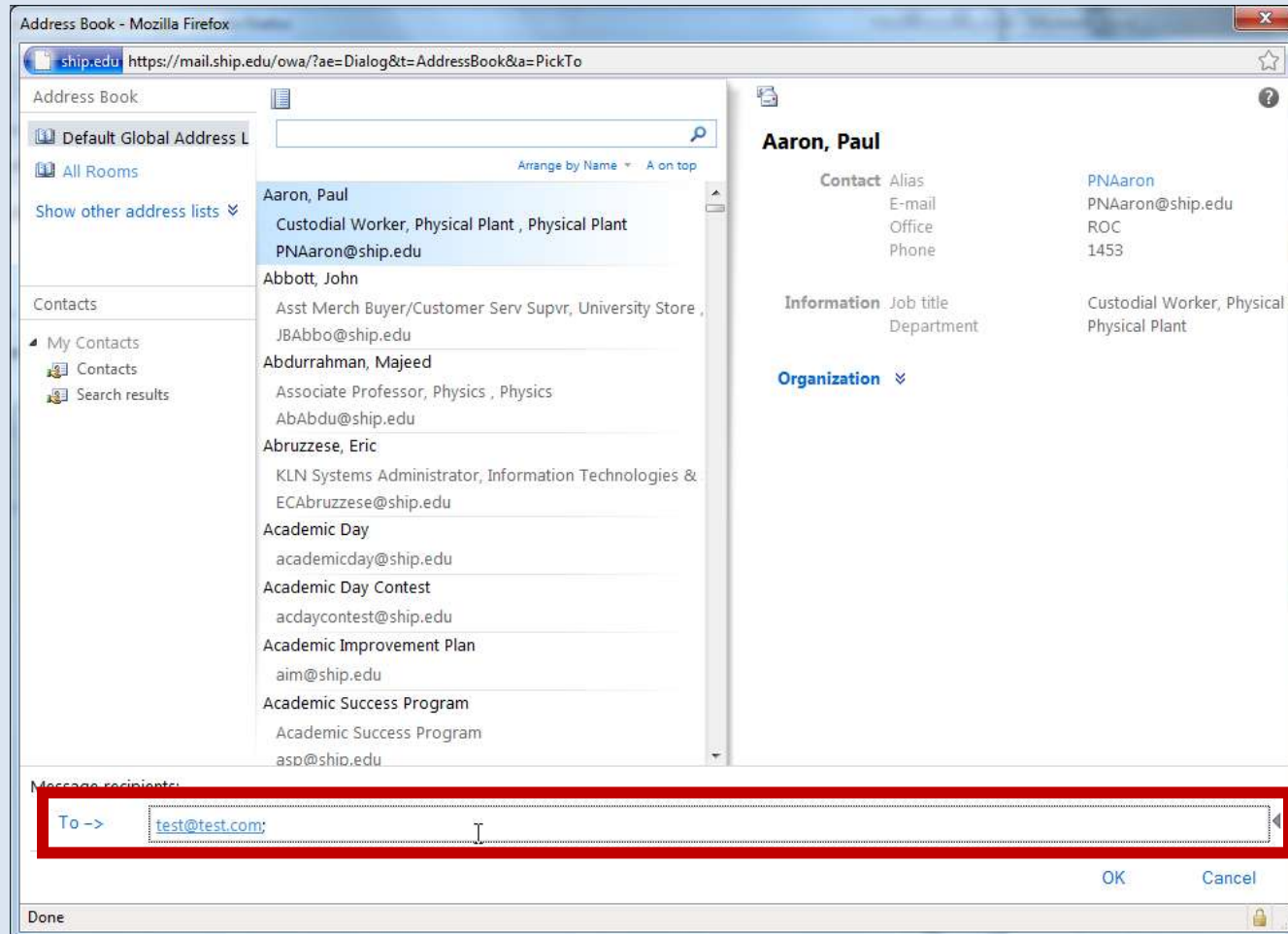
Select one

- Select one
- Move the message to folder...
- Mark the message with a category...
- Redirect the message to...
- Delete the message

Save Cancel

Done

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](mailto: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.

New Inbox Rule - Mozilla Firefox

ship.edu https://mail.ship.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnObjectType=1

### New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to... test@test.com

More Options...

Done

Save Cancel