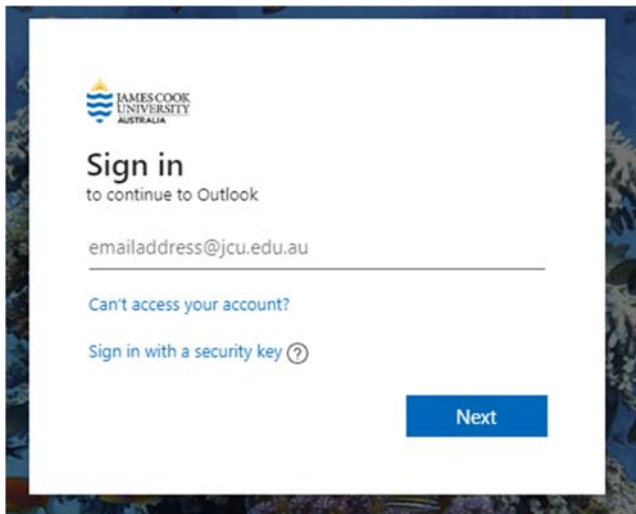
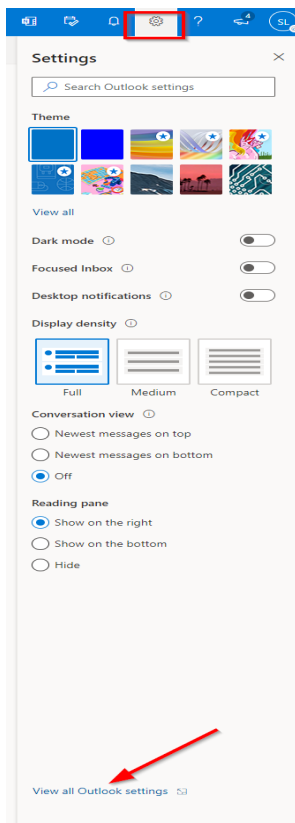

Email Forwarding/Redirection - OWA

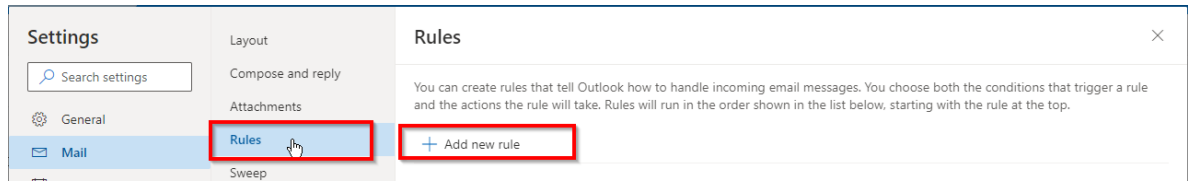
1. Go to *staff.jcu.edu.au*.
2. Login using your JCU Email and Password.



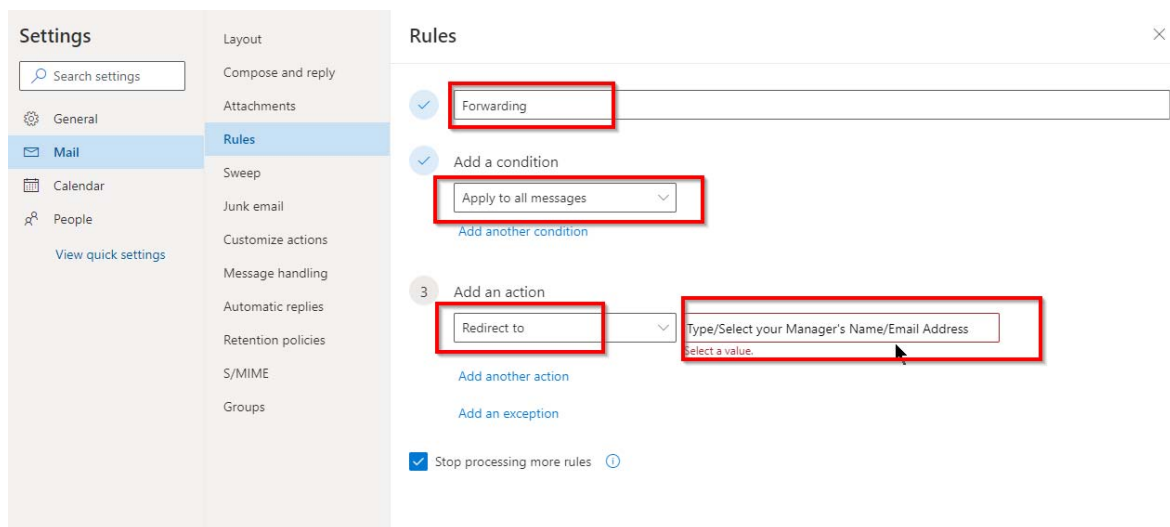
3. Click on the "Gear" icon on the upper right. At the bottom, select "View all Outlook settings"



4. Settings window will open, under Mail, select Rules → Add new rule



5. Follow the settings below:
- a. Name of Rule: **Forwarding**
 - b. Add a condition: Select **Apply to all messages**
 - c. Add an action: Select **Redirect to** → **Select Manager's name**



6. Click **Save**
7. Done. Sign Out from OWA.