

## Email Forwarding/Redirection - OWA

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

E IAMES COOK UNIVERSITY	
Sign in	
to continue to Outlook	
emailaddress@jcu.edu	au
Can't access your account	1
Sign in with a security key	0
	Next

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  $\rightarrow$  Add new rule

Settings	Layout	Rules ×	
Search settings	Compose and reply	You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule	
in General	Attachments	and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.	
Concentration of the second se	Rules		
🖾 Mail	rules (m)	+ Add new rule	
	Sweep		

- 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**

Settings	Layout	Rules ×
Settings Search settings Search settings Mail Calendar R <sup>R</sup> People View quick settings	Layout Compose and reply Attachments Rules Sweep Junk email Customize actions Message handling Automatic replies Retention policies S/MIME Groups	Rules   ×     Image: Second secon
	Groups	Add an exception   Stop processing more rules

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