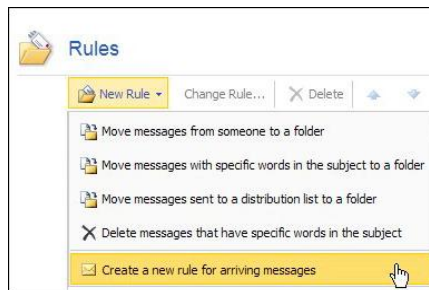


Redirecting (forwarding) your BGSU Exchange E-mail

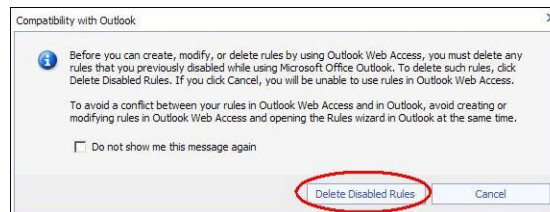
Below are instructions for redirecting all e-mail sent to your Exchange account to an external e-mail address. Please note that in setting up this rule, BGSU can no longer verify delivery to your selected external account after the message leaves our Exchange system. We can verify that it was redirected, but after that it is up to your destination e-mail system to facilitate delivery to your external inbox. Additionally, it is very easy to setup a loop in which your mail is being redirected at both the source and destination, which will likely result in failed delivery. Use this option at your own risk.

Note: Because this procedure must be completed with Outlook Web Access (OWA) Premium, it must be done on a PC.

1. Login to Outlook Web Access (OWA) at <http://mail.bgsu.edu> from Internet Explorer 7. *Note:* This setup cannot be completed with OWA light, which is what Safari and Firefox use.
2. Click "Options" in the top right toolbar.
3. Click "Rules" on the left hand toolbar.
4. Click "New Rule" and select "Create a new rule for arriving messages".

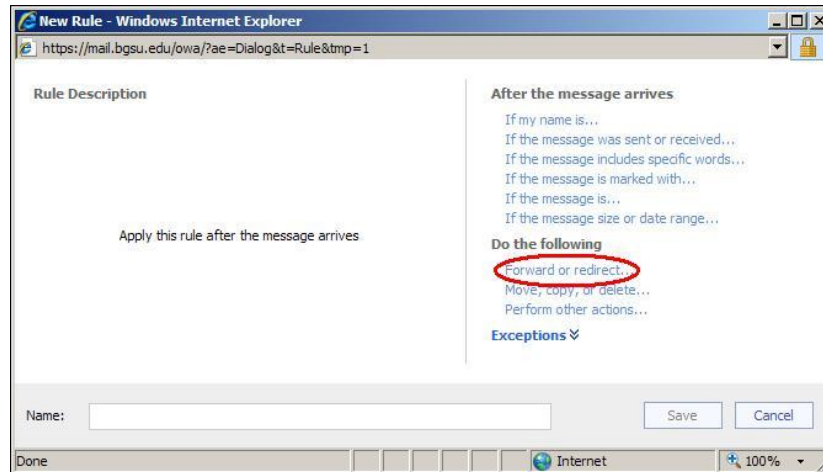


5. Click "Delete Disabled Rules".

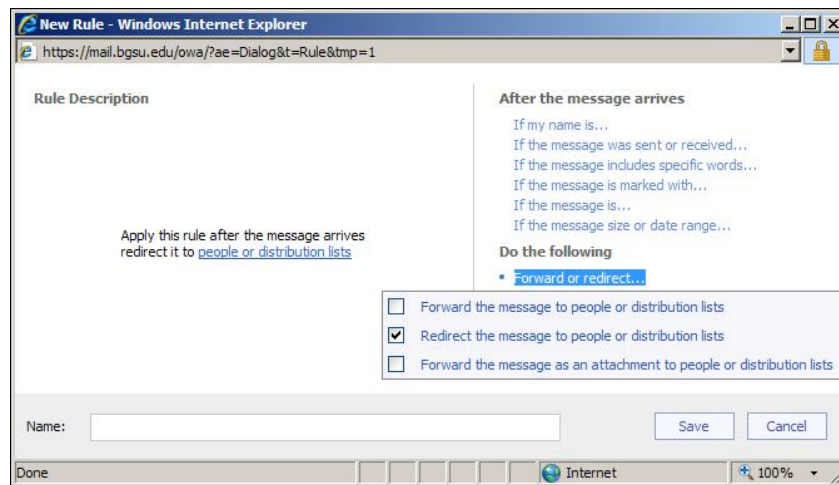


6. On the New Rule window, click "Forward or redirect" under "Do the following".

Redirecting (forwarding) your BGSU Exchange E-mail



7. Click the box to "Redirect the message to people or distribution lists". Note that making this change will enable a 'people or distribution lists' link in the right column of the window.

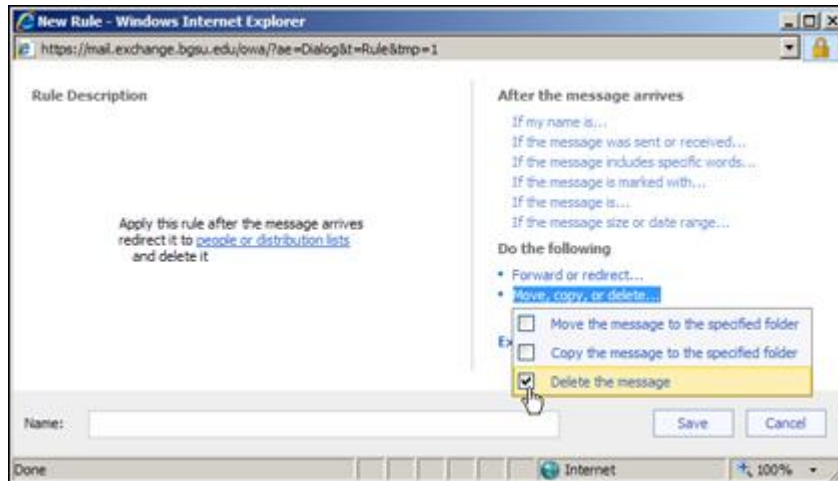


If you want to delete the copy that stays on the BGSU E-mail server after the message is forwarded, complete step 8; otherwise, skip to step 9.

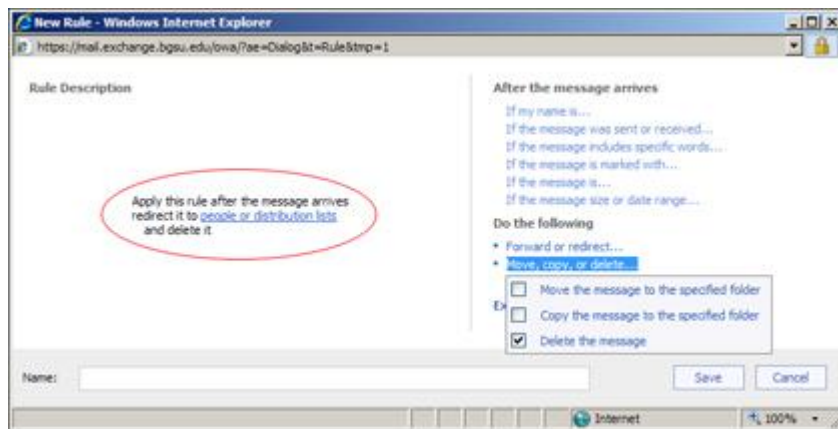
Note that, if you choose to keep a copy on the BGSU E-mail server, you will have to monitor that account to make sure you remain within the mailbox quota of 500 Mg. If you exceed the quota, you will not be able to receive e-mail so no new mail will be forwarded until you get under quota again.

8. On the New Rule window, click " Move, Copy, or Delete " under "Do the following". Then click the box to "Delete the message". Making this change will modify the text in the right column of the window.


Redirecting (forwarding) your BGSU Exchange E-mail



9. Click the "people or distribution lists" link in the right column of the New Rule window. This will open the Address Book.



10. At the bottom of the Address Book window, enter the e-mail address you wish to redirect to in the "To →" box and click "OK".

A screenshot of a small dialog box titled "Message recipients:". It contains a "To ->" label followed by an empty text input field. At the bottom right, there are "OK" and "Cancel" buttons.

11. Click "Save" at the very bottom right corner of the browser window and then "OK" again to the confirmation window.

Note: At this point, it is VERY important that you send email to your *username*@bgsu.edu account and verify that messages are indeed getting redirected to your set destination address. This setup will keep a copy of the message on your Exchange account so you may need to clean out your inbox periodically.