

Microsoft Outlook Web App

You can automatically forward or redirect your email messages by setting up Inbox rules in the Microsoft Outlook Web App. This is useful if you want to read and respond to messages from another email account or when you want someone else to receive and respond to your email in your absence. The following guide will show you how to turn on automatic forwarding in the Outlook Web App:

1. Open a web browser, and logon to your email via **ksumail.kennesaw.edu**.
2. From the *Outlook toolbar*, click the **Settings** icon.

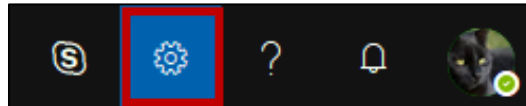


Figure 1 - Highlight Box

3. The *Settings pop-out* window will appear. Click **View all Outlook settings**, located at the bottom of the window.

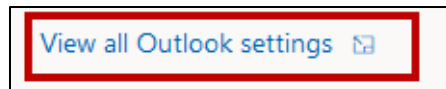


Figure 2 - Click View all Outlook settings

4. In the *Settings* window, click **Forwarding**.

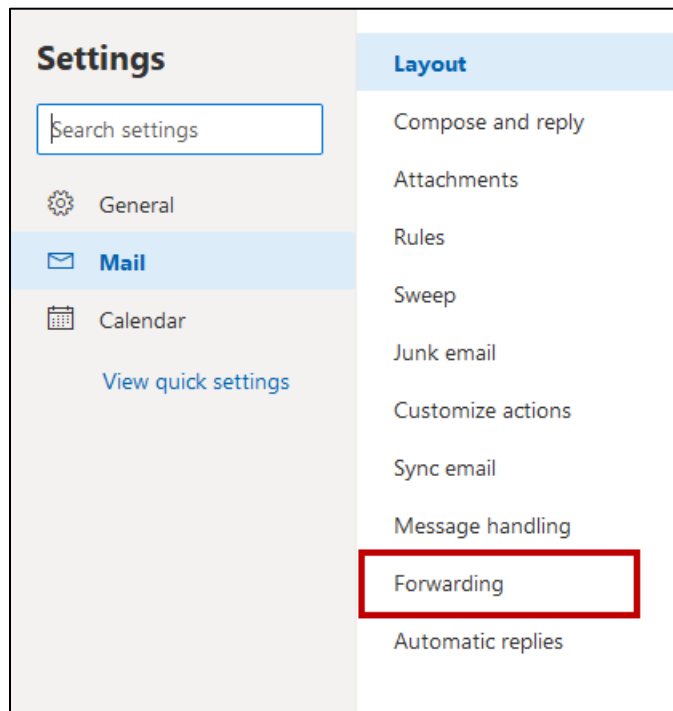


Figure 3 - Automatic Replies

5. The *Forwarding* window appears. Click the **checkbox** to enable forwarding (See Figure 4).

6. Enter the forwarding **email address** (See Figure 4).

Note: Select or clear the **Keep a copy of forwarded messages** checkbox (See Figure 4).

7. Click **Save** (See Figure 4).

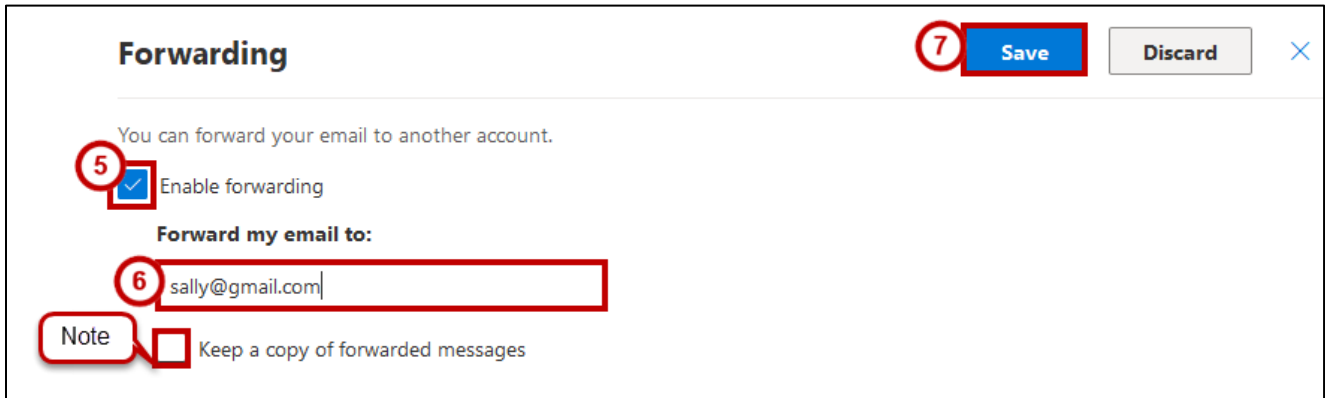


Figure 4 - Forwarding

8. Your email will now be forwarded to the address you chose.