

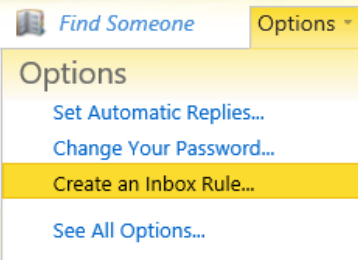
## How to automatically forward college emails to your personal email account

1. Log into your College Outlook Email Account: <https://mail.selby.ac.uk/owa/>

2. Click on **Options** (located on the top right hand side)

3. Click on **Create an Inbox Rule**

4. Select **Organise E-Mail – Inbox Rules**. Click **New**



Mail > Options

Account

**Organize E-Mail**

Groups

Settings

Phone

Block or Allow



Inbox Rules

Choose how mail will be handled. Rules will be applied in the order shown. If you don't



5. In the first drop down box (**when the message arrives**) click to select **Apply to all messages**

6. Click on the second drop down box: (**Do the following**) and select **Redirect the message to.....**

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to...

7. In the **Message Recipients** box (bottom left of the screen) type in your personal email address

Message recipients:

To ->

example.account@hotmail.co.uk

8. The **New Inbox Rule** will now display your email address

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to...

example.account@hotmail.co.uk

9. Click **Save** (bottom right of the screen).

A warning message will appear. Click OK to apply the rule immediately.

Warning

Do you want this rule to apply to all future messages?

Yes

No

All emails sent to your college account will now automatically appear in your personal email account and a copy will remain on your College Outlook account.