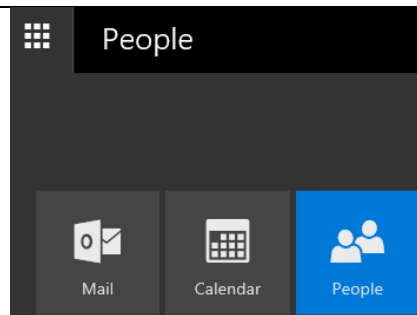


How to automatically forward college emails to your personal email account

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

You will need to create a new contact to store your personal email before you create the automatic forwarding rule.

Click on the box in the top left hand corner and select **People**.



Click on **New** to create a contact list

+ New | Edit Delete Lists

Your contacts By first name

Complete your name and add in your personal email address. Click **Save**

Save Cancel

Add contact

Name

First name

Surname

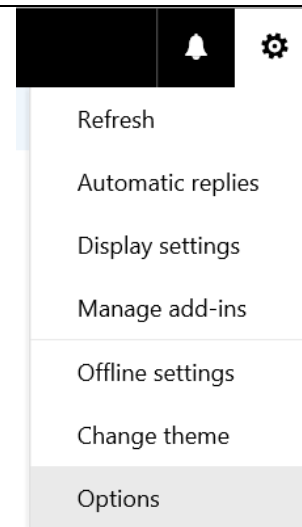
+ Name

Email

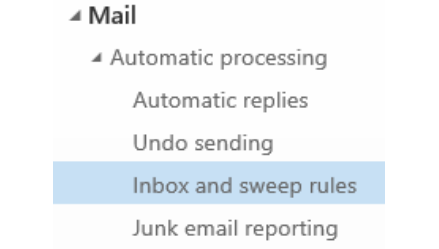

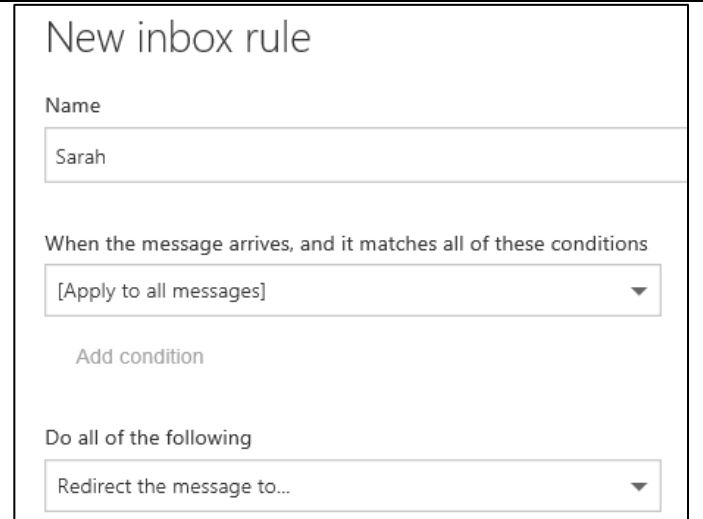
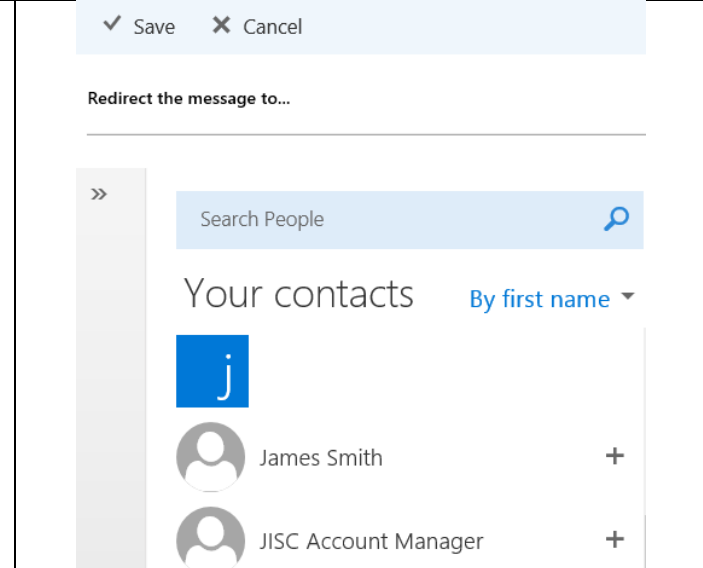


Email

Now following these steps to create the automatic rule:

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

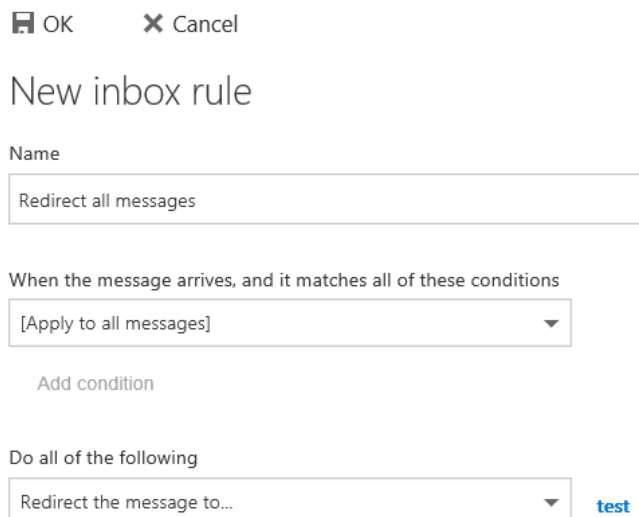


How to automatically forward college emails to your personal email account

<p>3. Under Mail click on Inbox and Sweep Rules</p>	 <p>Mail</p> <ul style="list-style-type: none"> Automatic processing <ul style="list-style-type: none"> Automatic replies Undo sending Inbox and sweep rules Junk email reporting
<p>4. Under Inbox Rules click on the + sign</p>	 <p>Inbox rules</p> <p>Choose how email will be handled. Click the "+" icon below to create a new rule.</p> <p>+ ✎ 🗑️ ⬆️ ⬇️</p> <p>On _____ Name _____</p>
<p>5. Give your rule a name and select the following rules from the drop down boxes:</p> <ul style="list-style-type: none"> • When message arrives –Apply to all messages • Do all of the following – Redirect the message to 	 <p>New inbox rule</p> <p>Name</p> <p>Sarah</p> <p>When the message arrives, and it matches all of these conditions</p> <p>[Apply to all messages]</p> <p>Add condition</p> <p>Do all of the following</p> <p>Redirect the message to...</p>
<p>6. Select your personal email contact from the list and click Save</p>	 <p>✓ Save ✕ Cancel</p> <p>Redirect the message to...</p> <p>» Search People 🔍</p> <p>Your contacts By first name ▾</p> <ul style="list-style-type: none">  James Smith +  JISC Account Manager +

How to automatically forward college emails to your personal email account

7. Your contact will now appear next to the **Redirect Message**. Click **OK**



OK Cancel

New inbox rule

Name

Redirect all messages

When the message arrives, and it matches all of these conditions

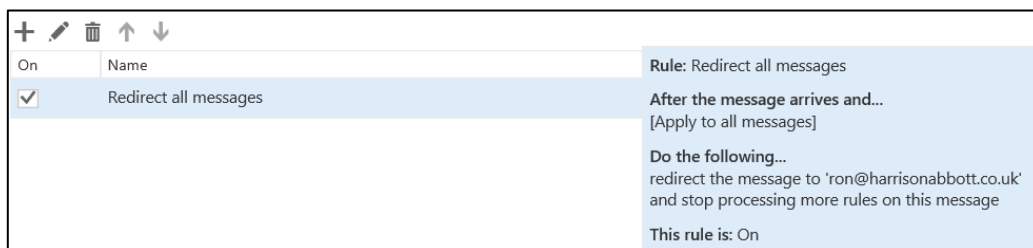
[Apply to all messages]

Add condition

Do all of the following

Redirect the message to... test

8. Once saved you will receive a confirmation of the 'rule'



On	Name	
<input checked="" type="checkbox"/>	Redirect all messages	<p>Rule: Redirect all messages</p> <p>After the message arrives and... [Apply to all messages]</p> <p>Do the following... redirect the message to 'ron@harrisonabbott.co.uk' and stop processing more rules on this message</p> <p>This rule is: On</p>

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.