





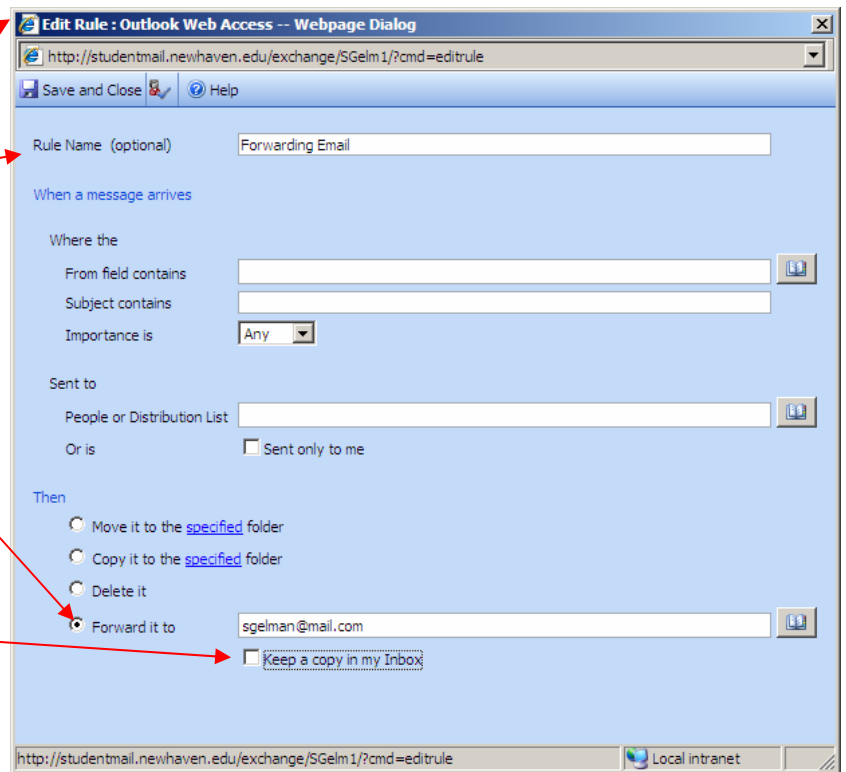
Automatically Forwarding Your UNH Email

PLEASE NOTE: In order to set up forwarding, you will need to access your email using Outlook Web Access (OWA) via Internet Explorer or via Firefox running the IE Tab extension.

- Log into your UNH mailbox at <http://unhmail.newhaven.edu>
- Click on the **Rules** button located in the pane on the left: 
 - If you do not see the menu expanded showing the **Rules** button, you can either:
 - Click on the upward facing arrow to expand the menu: 
 - Click on the icon of the open folder on the menu below the expansion arrow: 
- Once in the **Rules** window, click on the **New...** icon located along the top of the window: 

- This will open the **Edit Rule** window.

- Enter a **Rule Name** to help you identify the rule in the future
- Select **Forward it to** at the bottom of the window and enter the email address where you want your mail sent.
- Uncheck the check box entitled **Keep a copy in my Inbox**
- Click on **Save and Close** located at the top of the **Edit Rule** window



- The rule is now active and you will see the name of the new rule listed in the **Rules** window
- If, at any time, you wish to edit this rule, select the rule by clicking on it and then click on the **Change Rule...** button. This will open the **Edit Rule** window where you can make changes.
- To delete the rule, select the rule in the **Rules** window and click on the **X** button: 