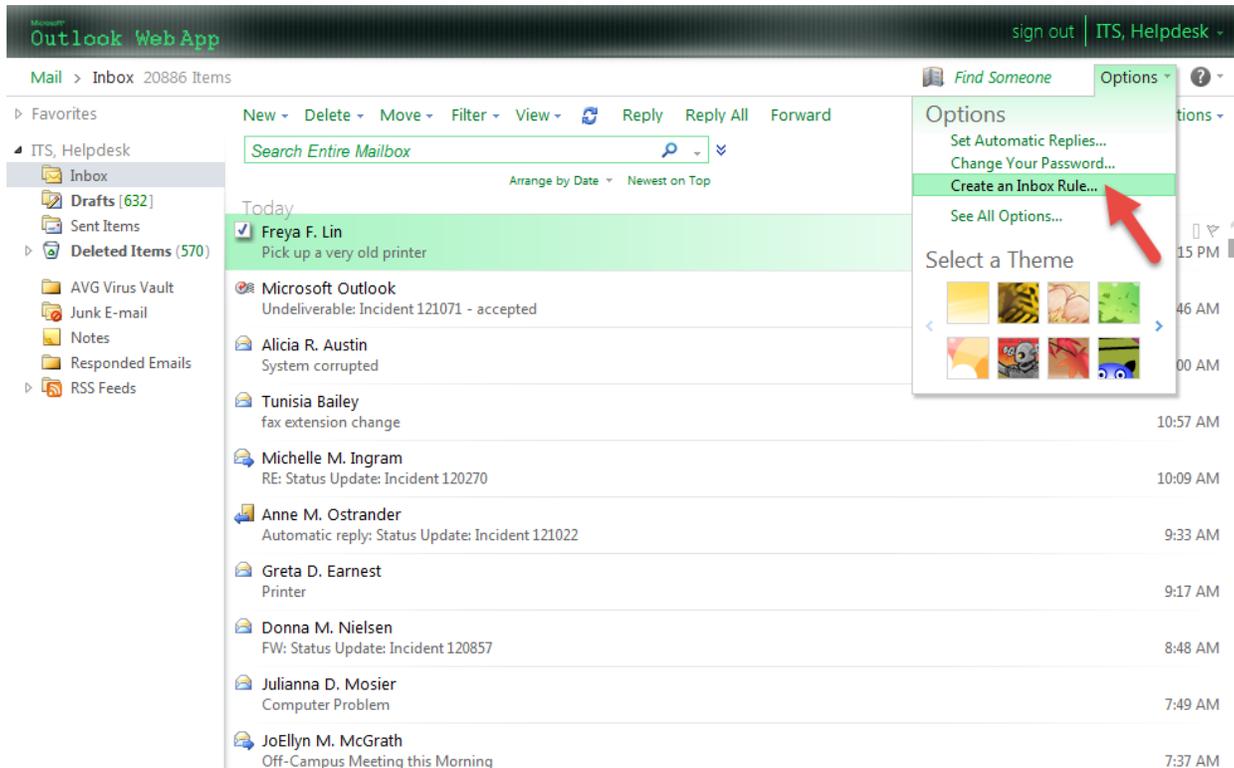
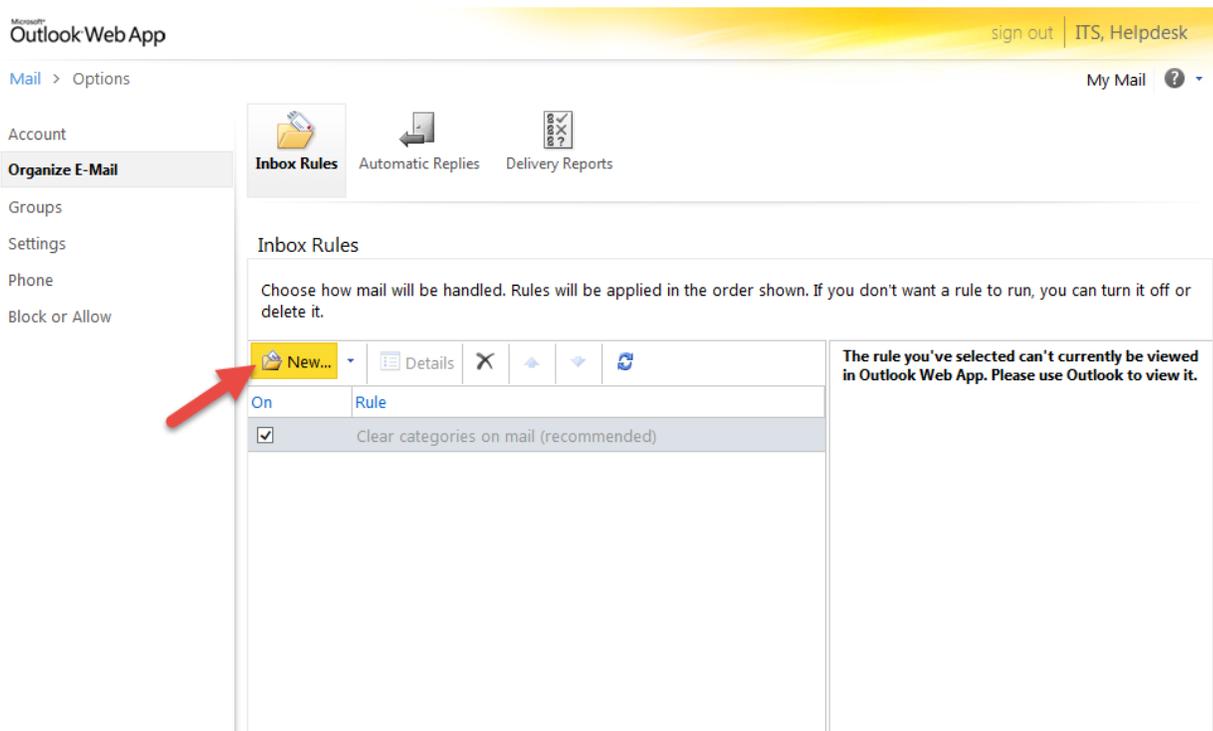


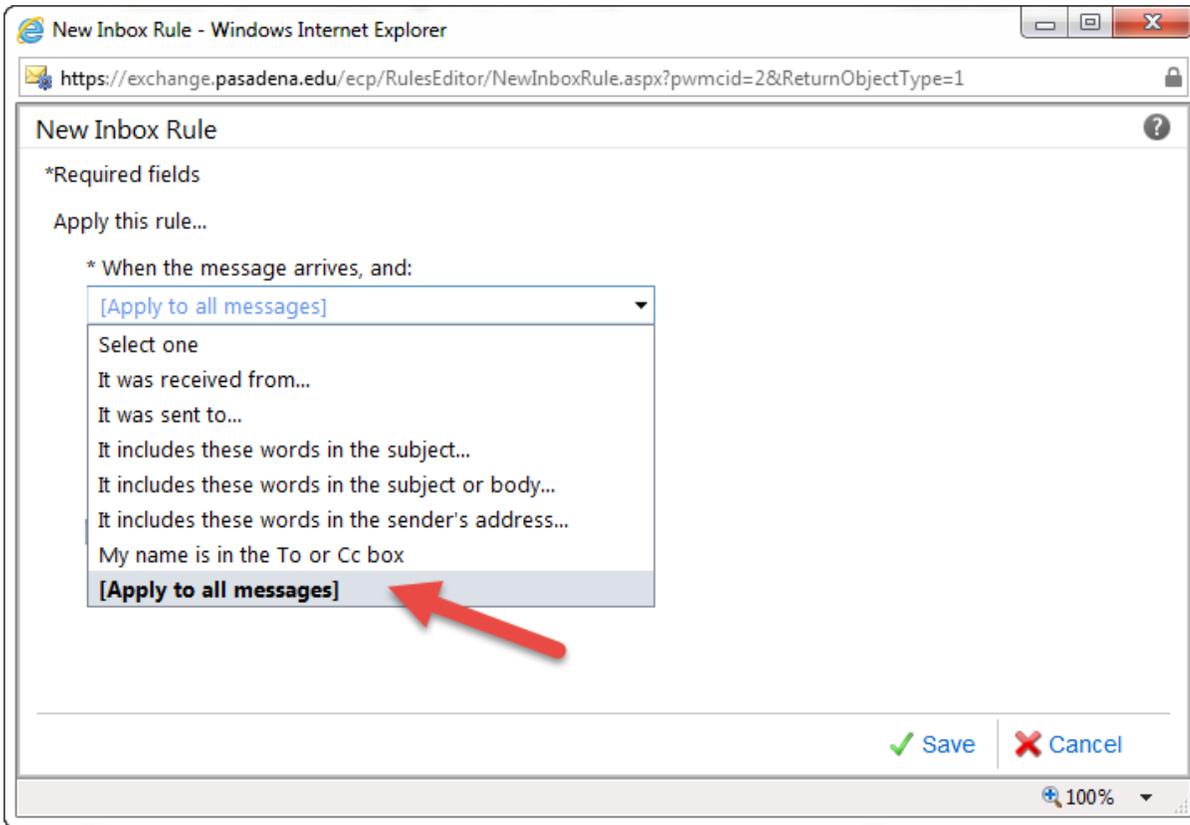
After you sign in to Pasadena City College Outlook Web App, click **Options** > **Create an Inbox Rule**.



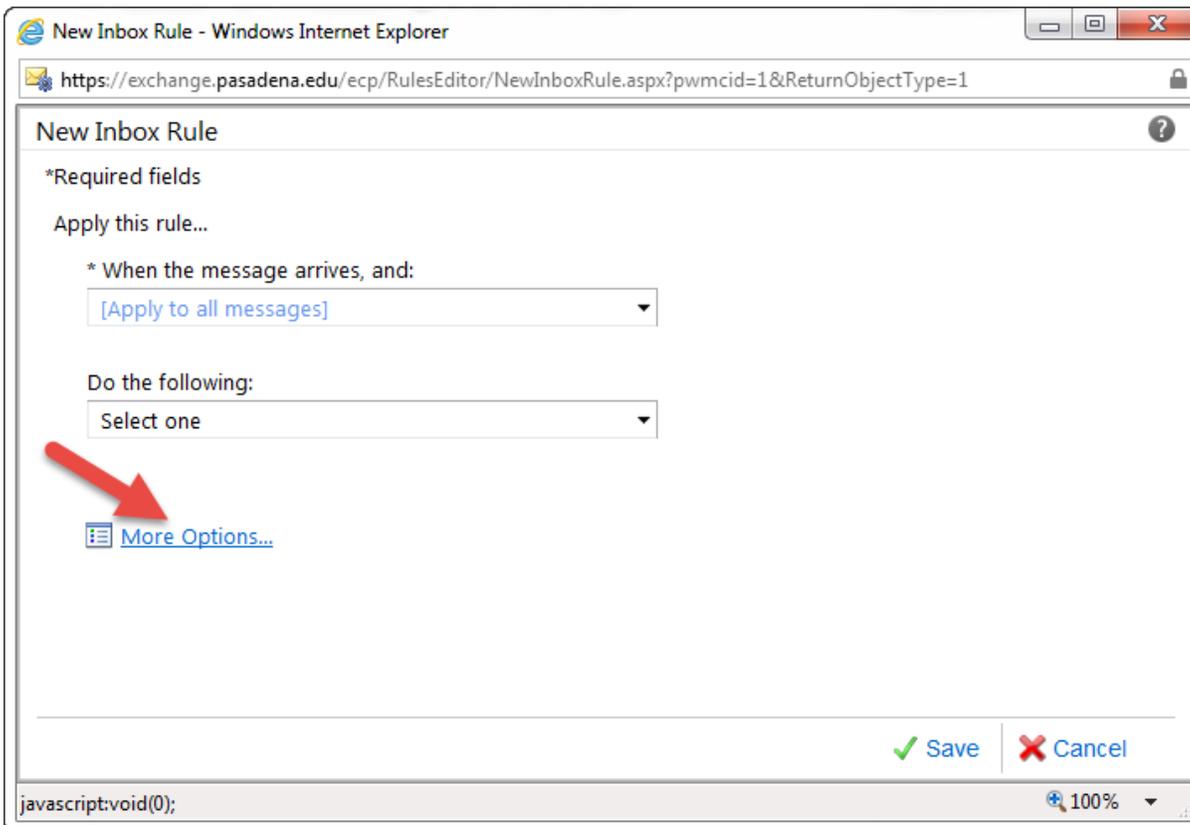
On the **Inbox Rules** tab, click **New**.



Under **When the message arrives**, select **Apply to all messages**.



Below the **Do the following** field, select **More options**.



Under **Do the following**, select **Forward, redirect, or send**, then select **Forward the message to**

New Inbox Rule - Windows Internet Explorer
https://exchange.pasadena.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnObjectType=1

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:
[Apply to all messages]

Add Condition

Do the following:

Select one

Select one

Move, copy, or delete

Mark the message

Forward, redirect, or send

Add Exception

Redirect the message to...

Send a text message to...

Forward the message to...

Forward the message as an attachment to...

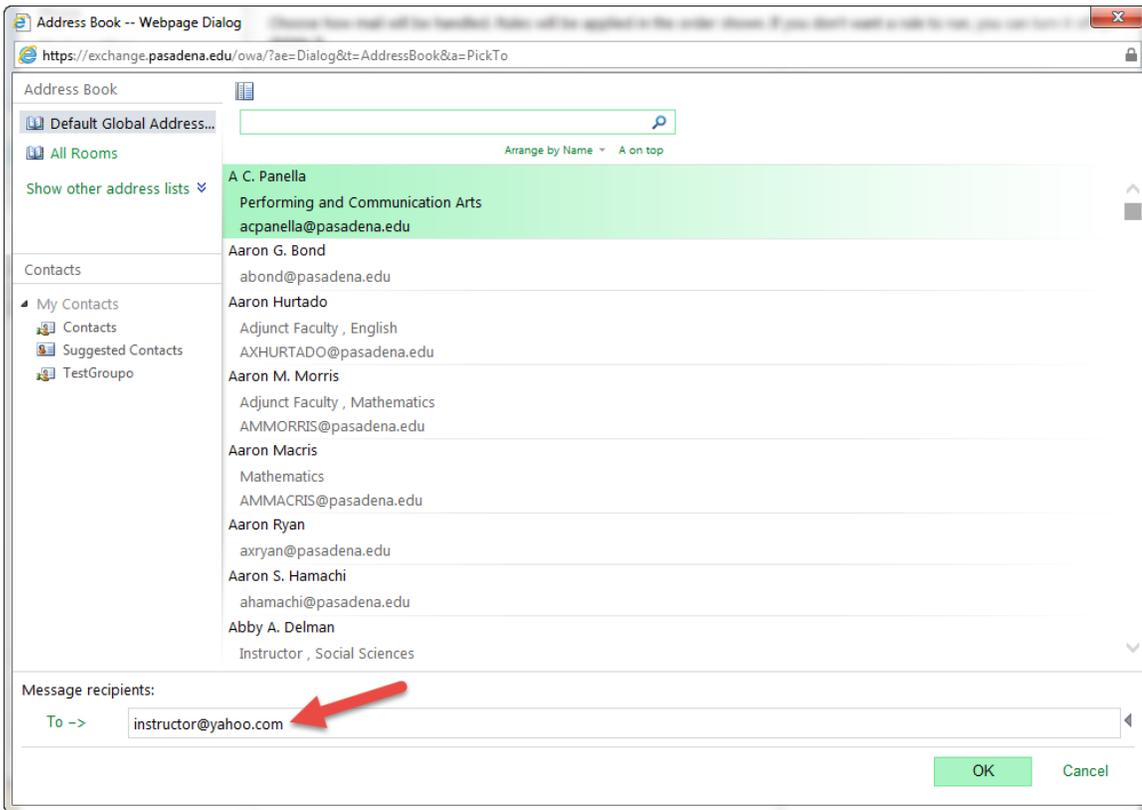
Stop processing more rules (What does this mean?)

Name of rule:
[Apply to all messages]

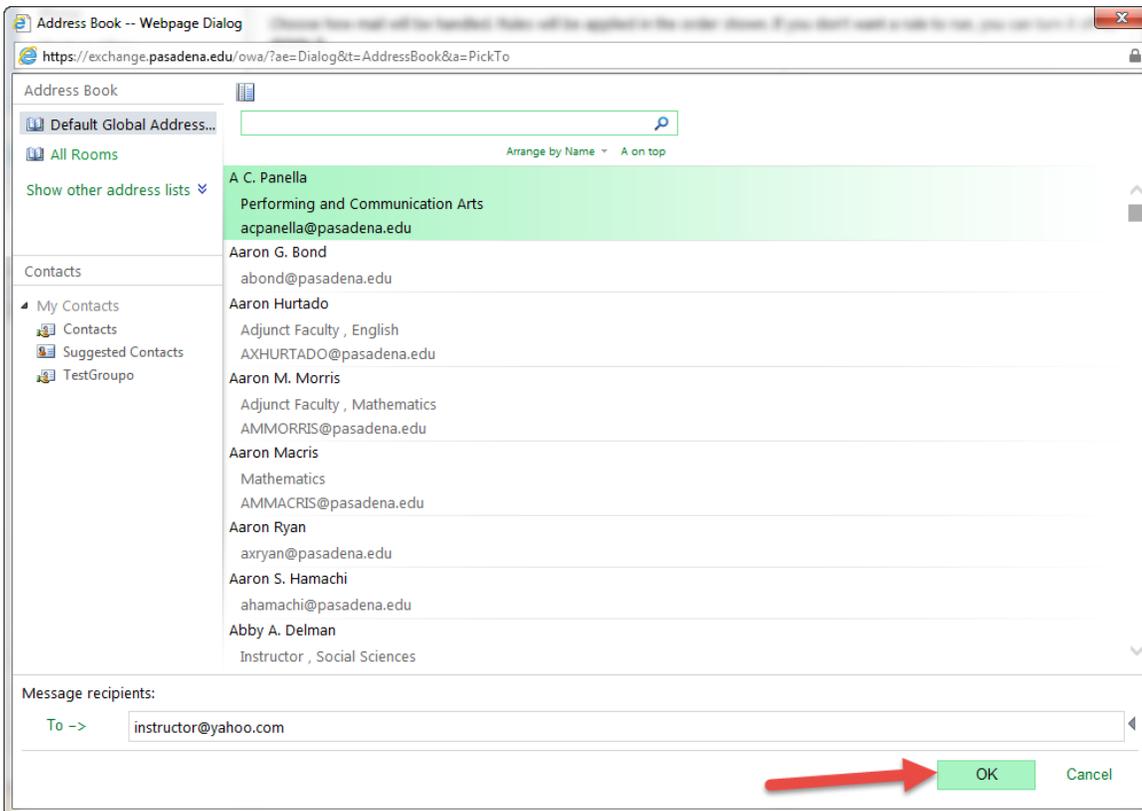
Save Cancel

100%

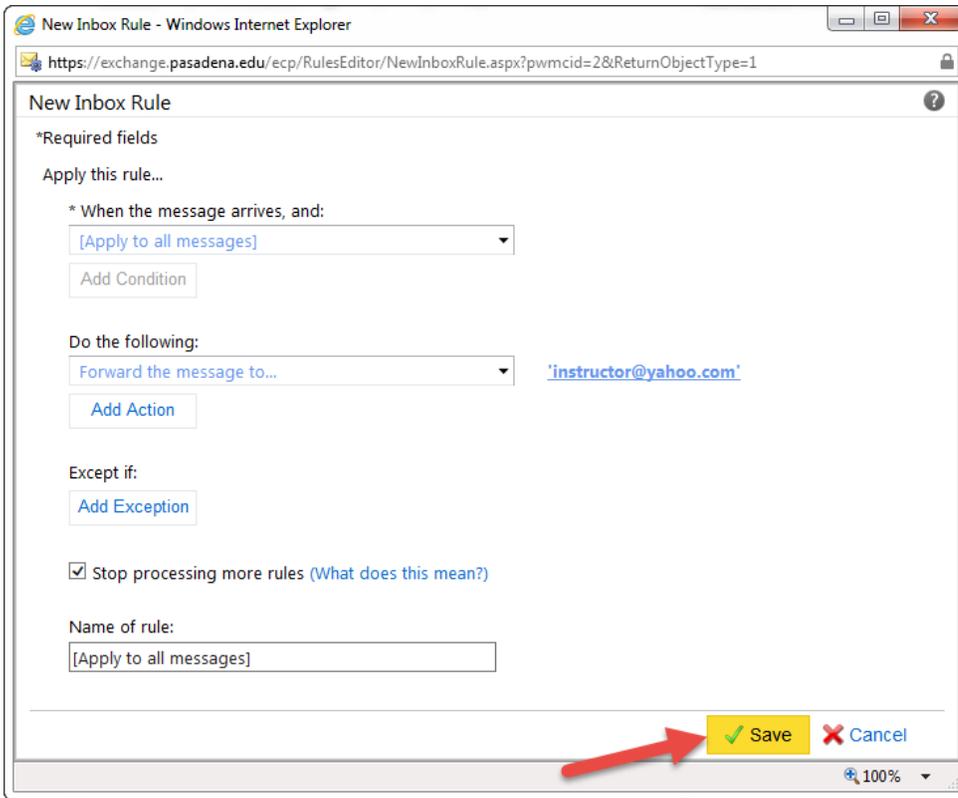
You can enter your desired forwarding e-mail address in the **To** field.



Click **OK** to save your selections and return to the new rule window.



Click **Save** to save your rule.



Click **Yes** to apply to all future messages and return to the **Inbox Rules** tab. All your Pasadena City College Email will now be forwarded to your forwarding email address.

