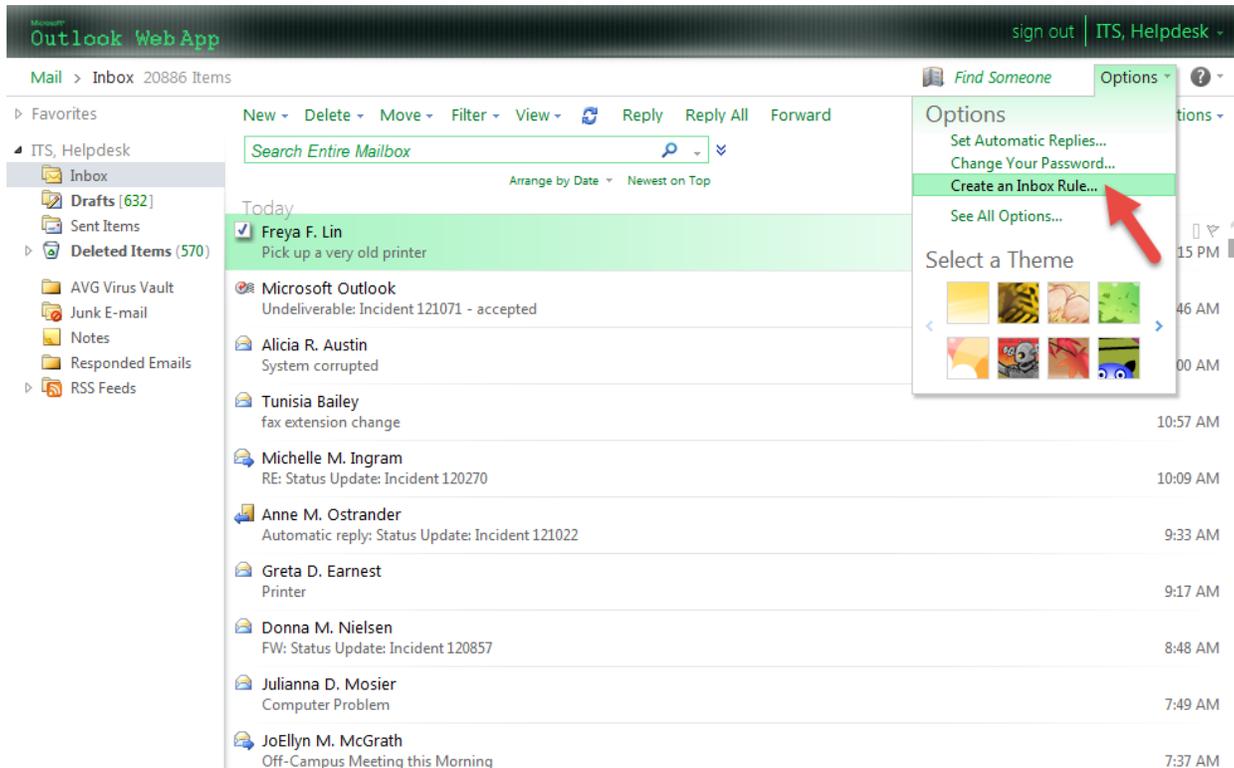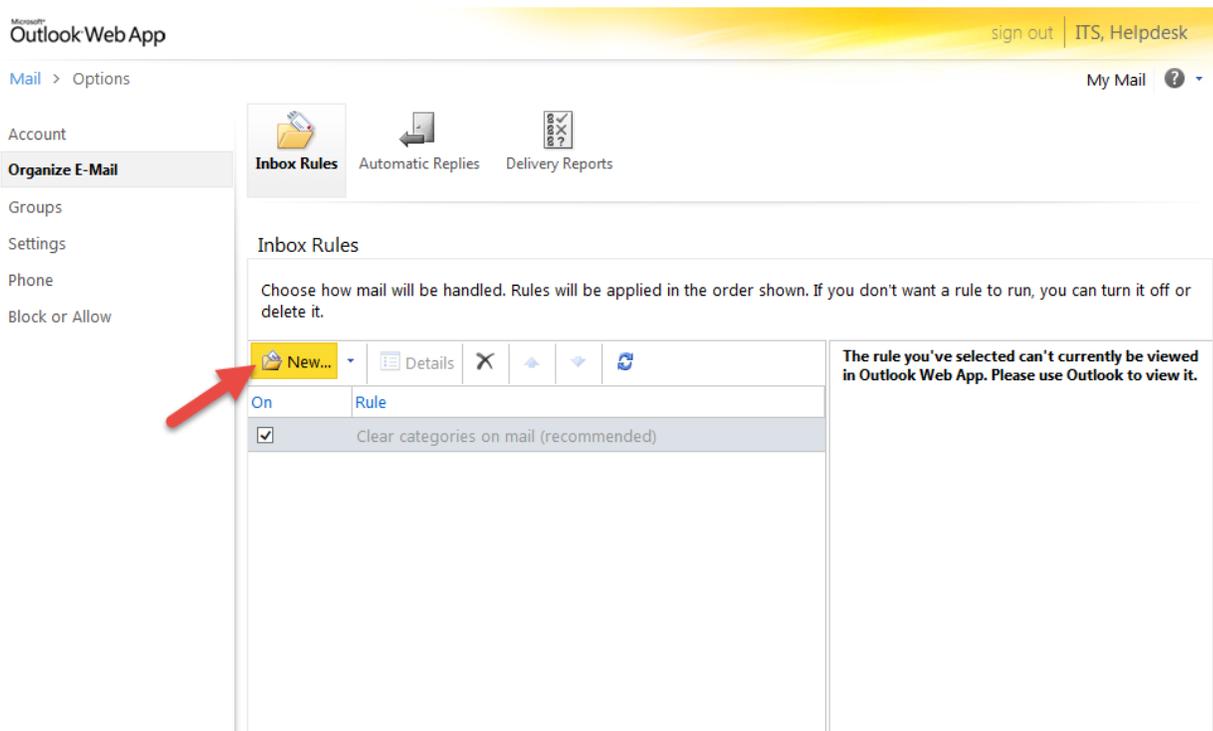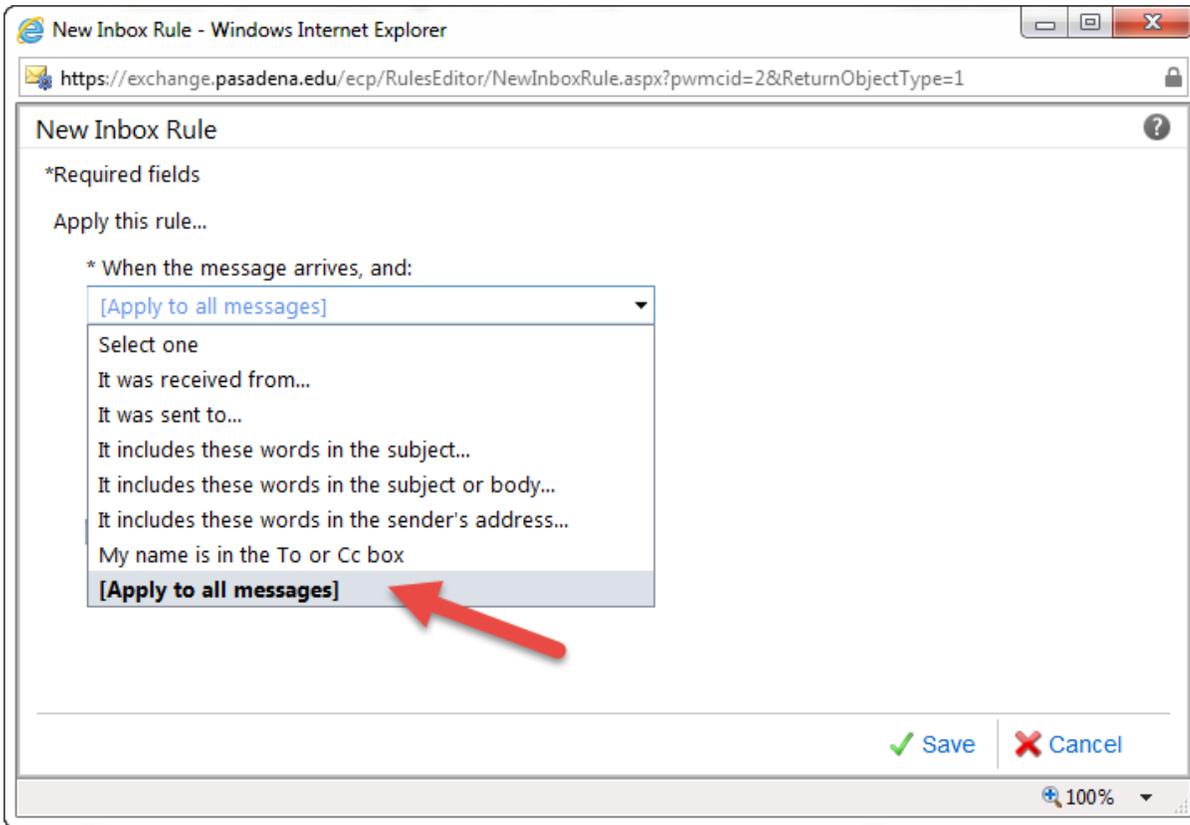After you sign in to Pasadena City College Outlook Web App, click **Options** > **Create an Inbox Rule**.
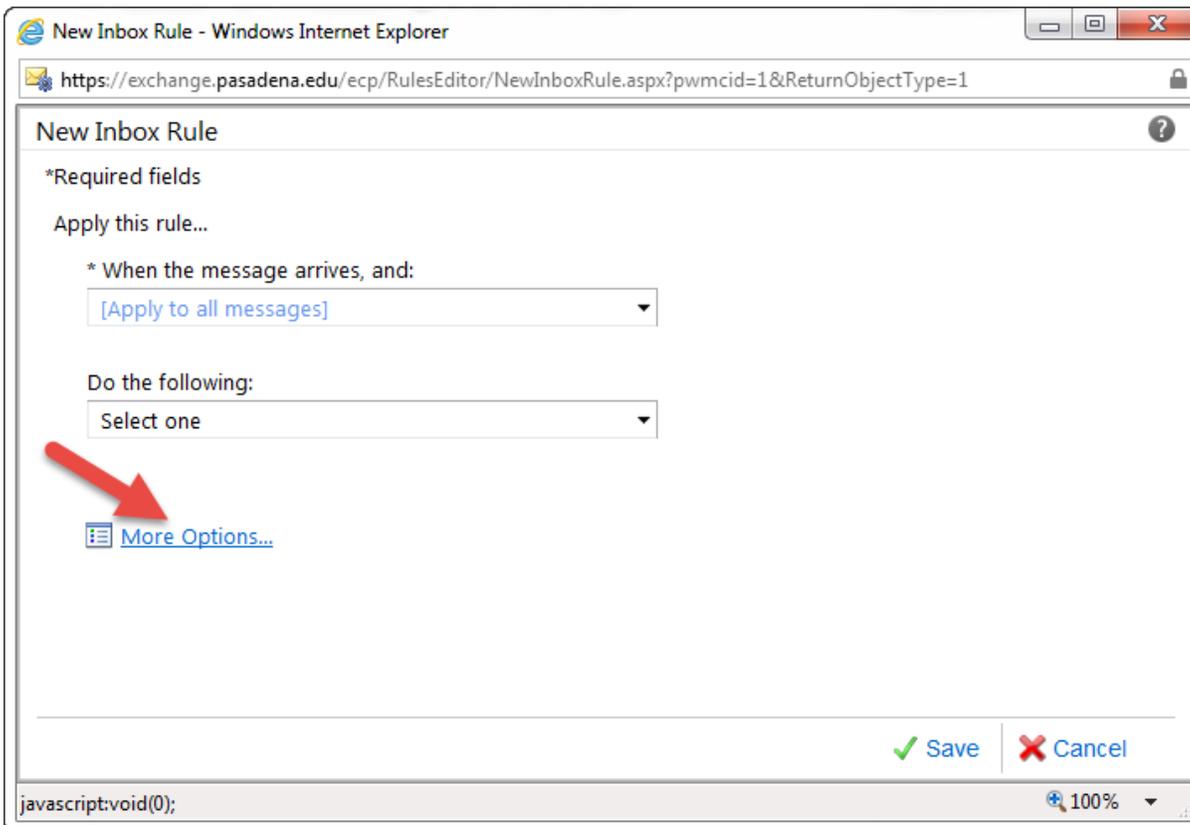

On the **Inbox Rules** tab, click **New**.

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**

You can enter your desired forwarding e-mail address in the **To** field.
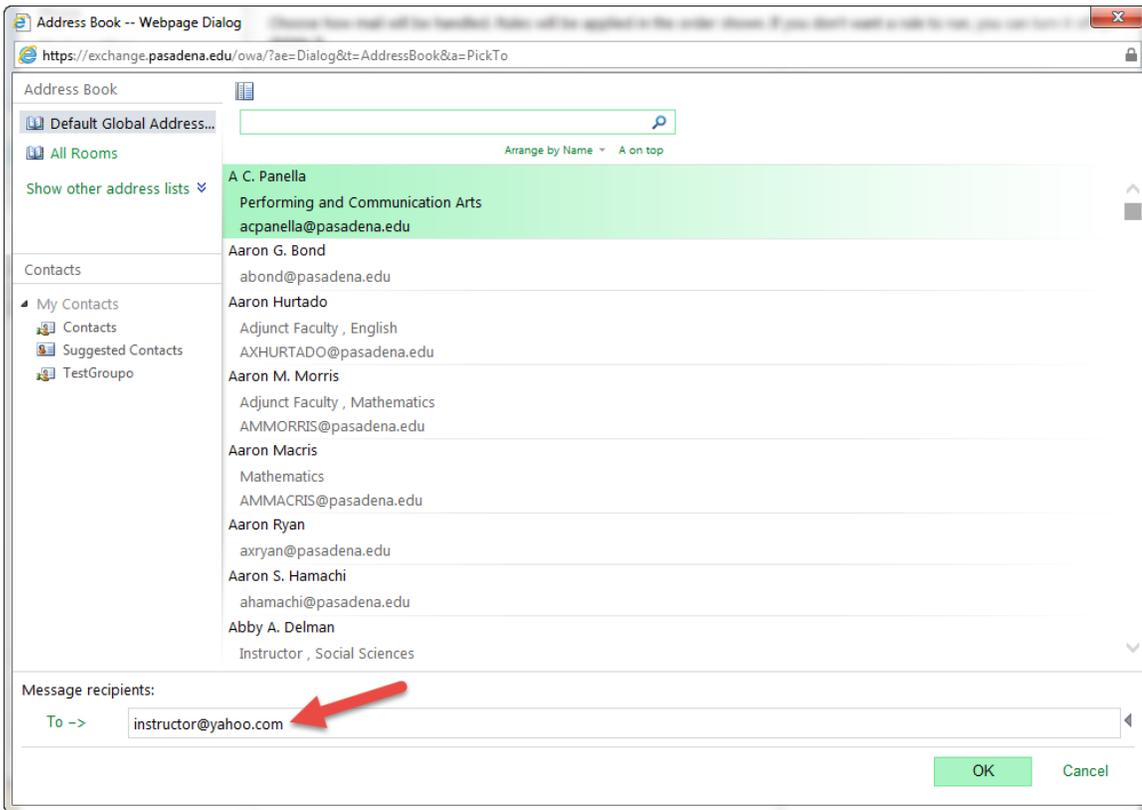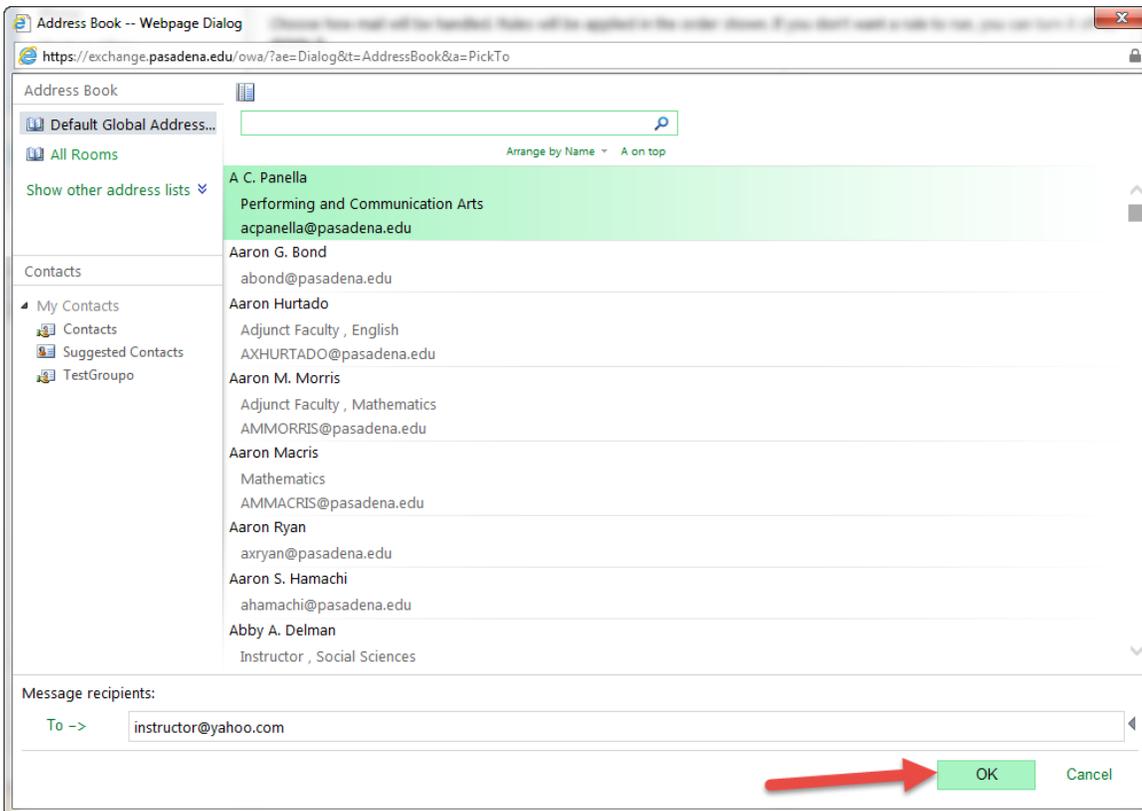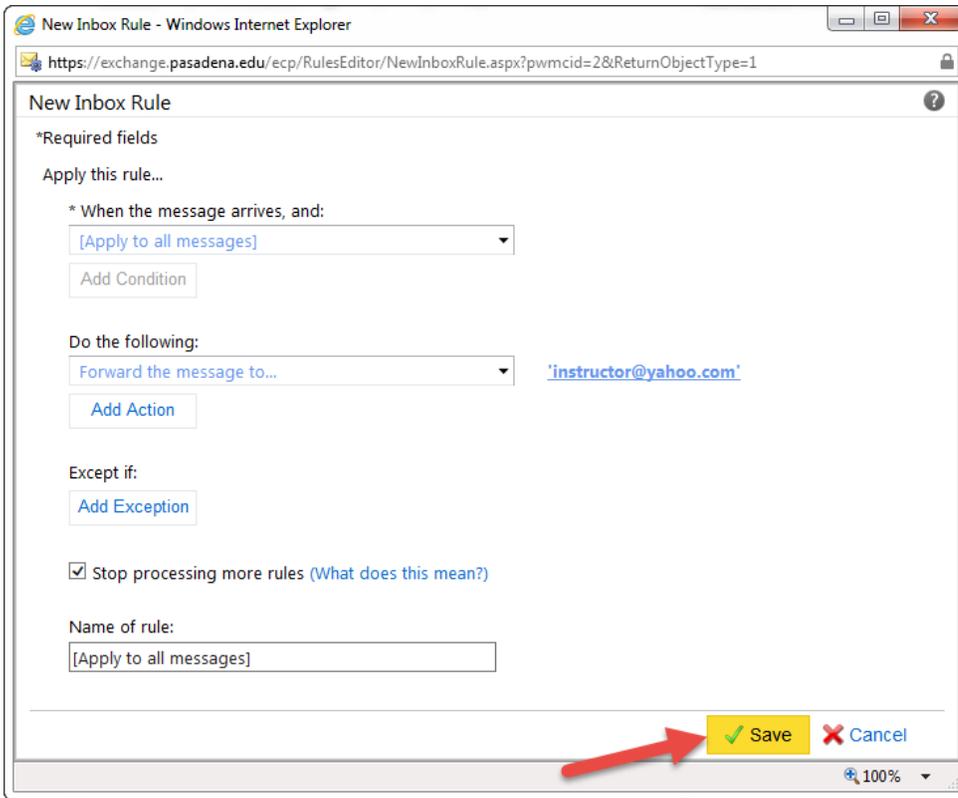
Click **OK** to save your selections and return to the new rule window.

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.