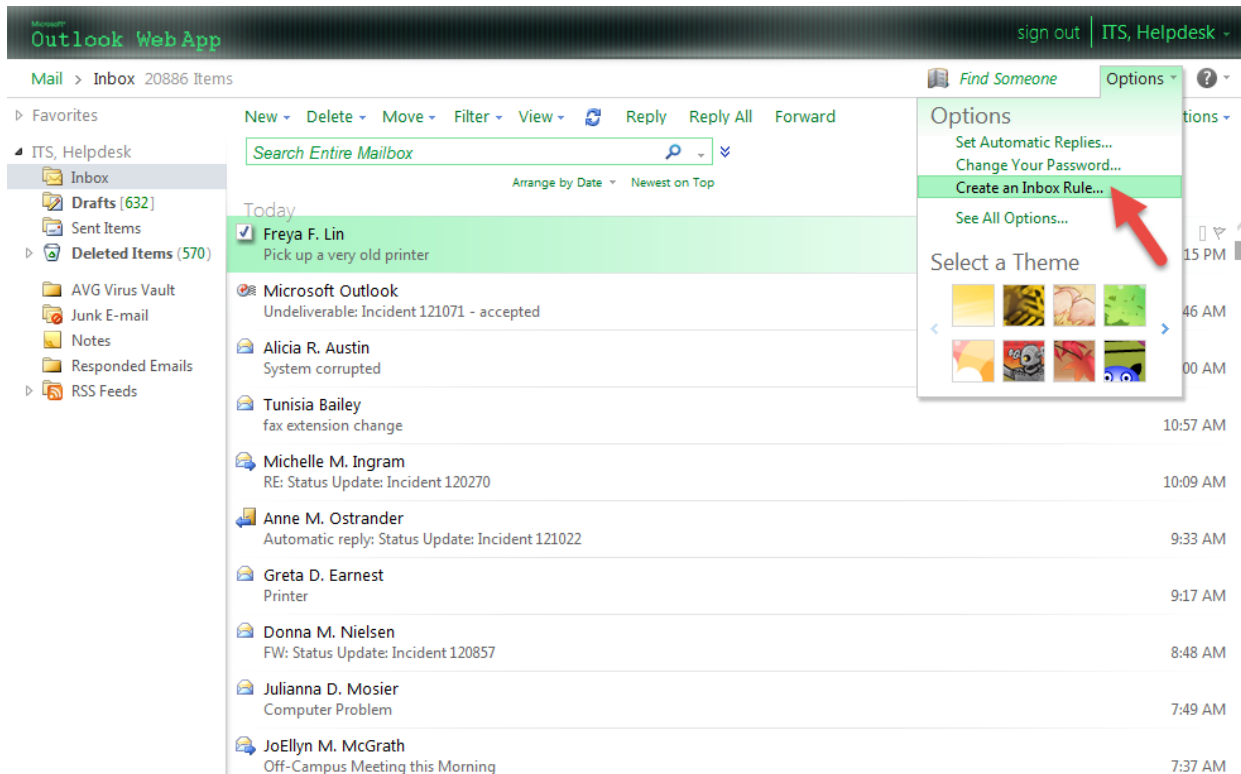
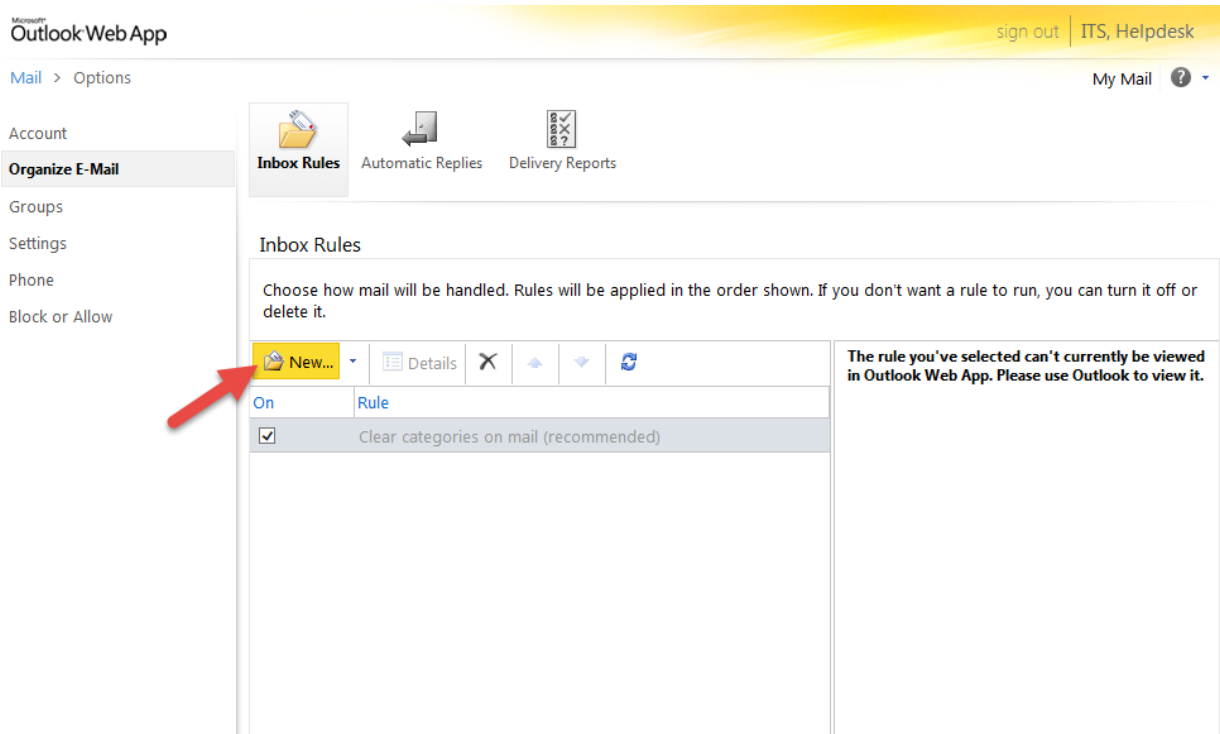


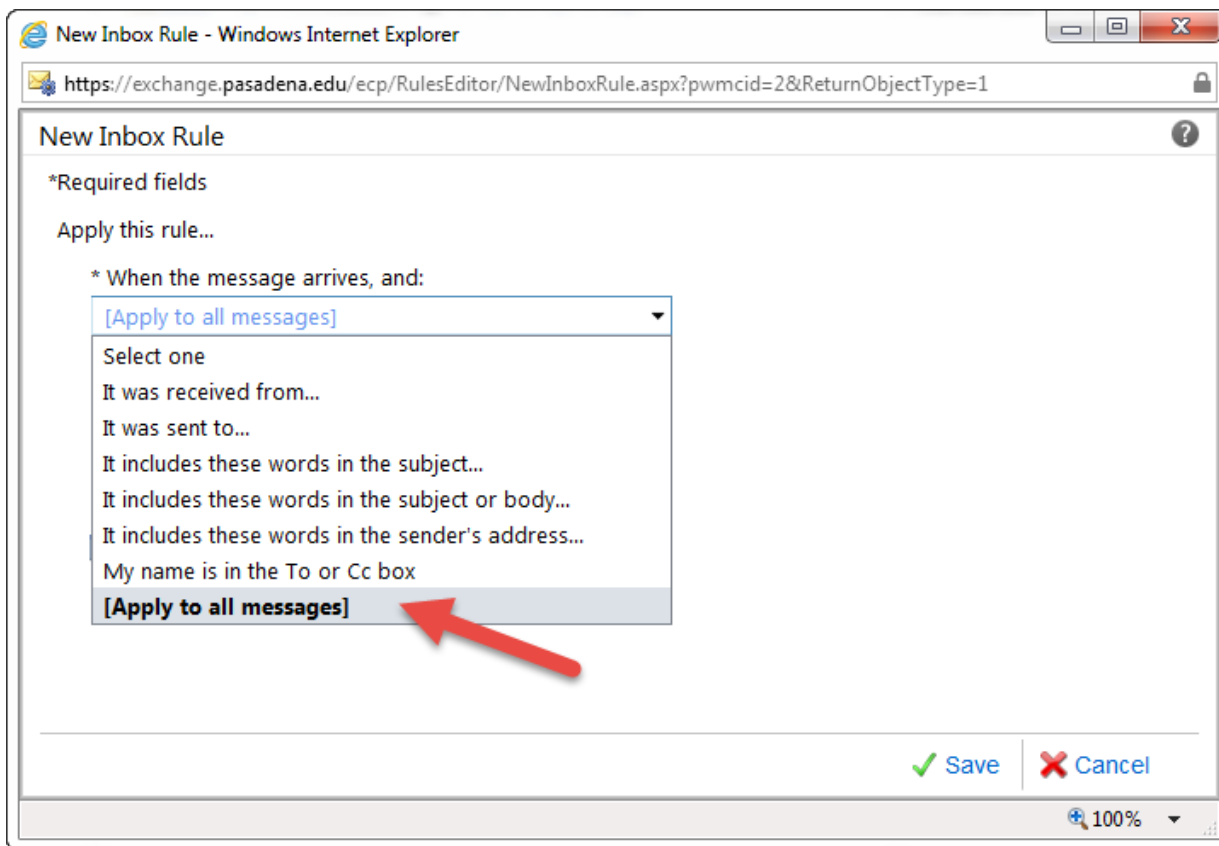
After you sign in to Pasadena City College Outlook Web App, click **Options** > **Create an Inbox Rule**.



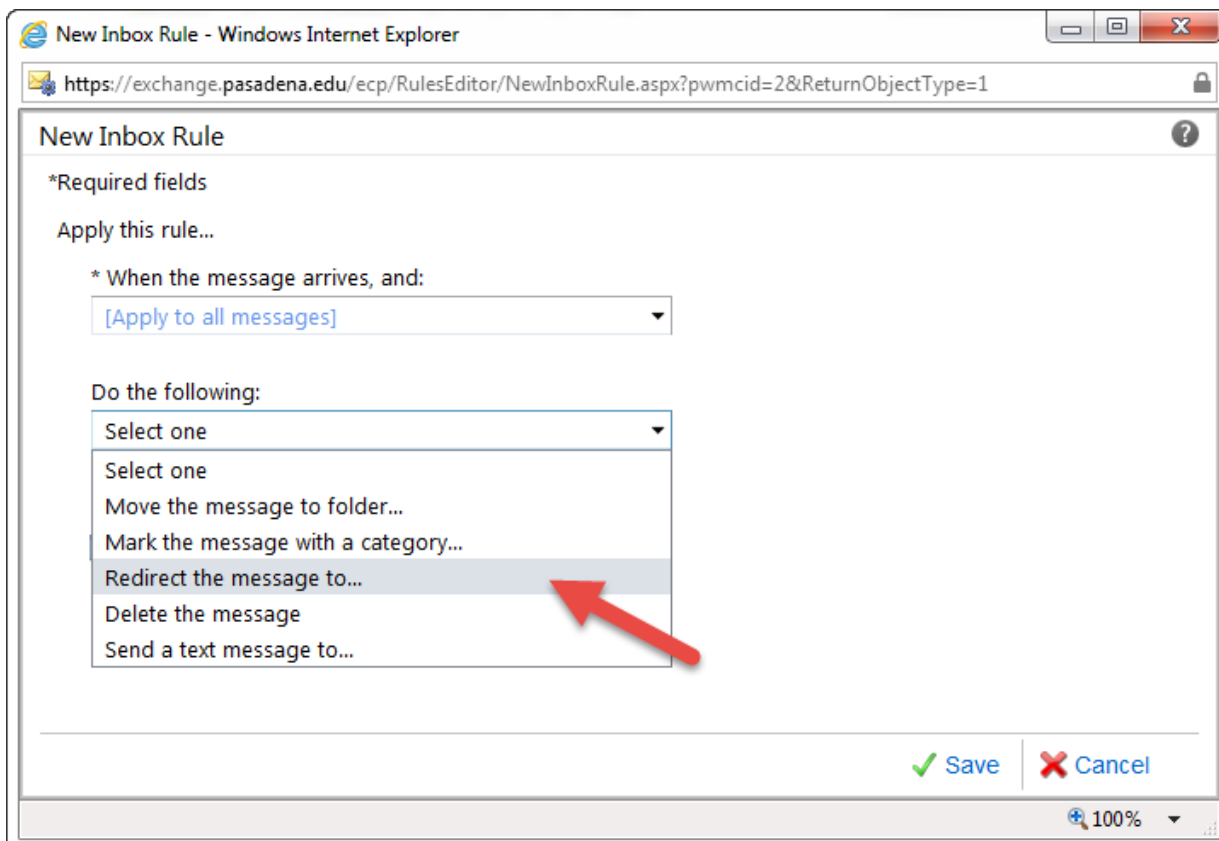
On the **Inbox Rules** tab, click **New**.



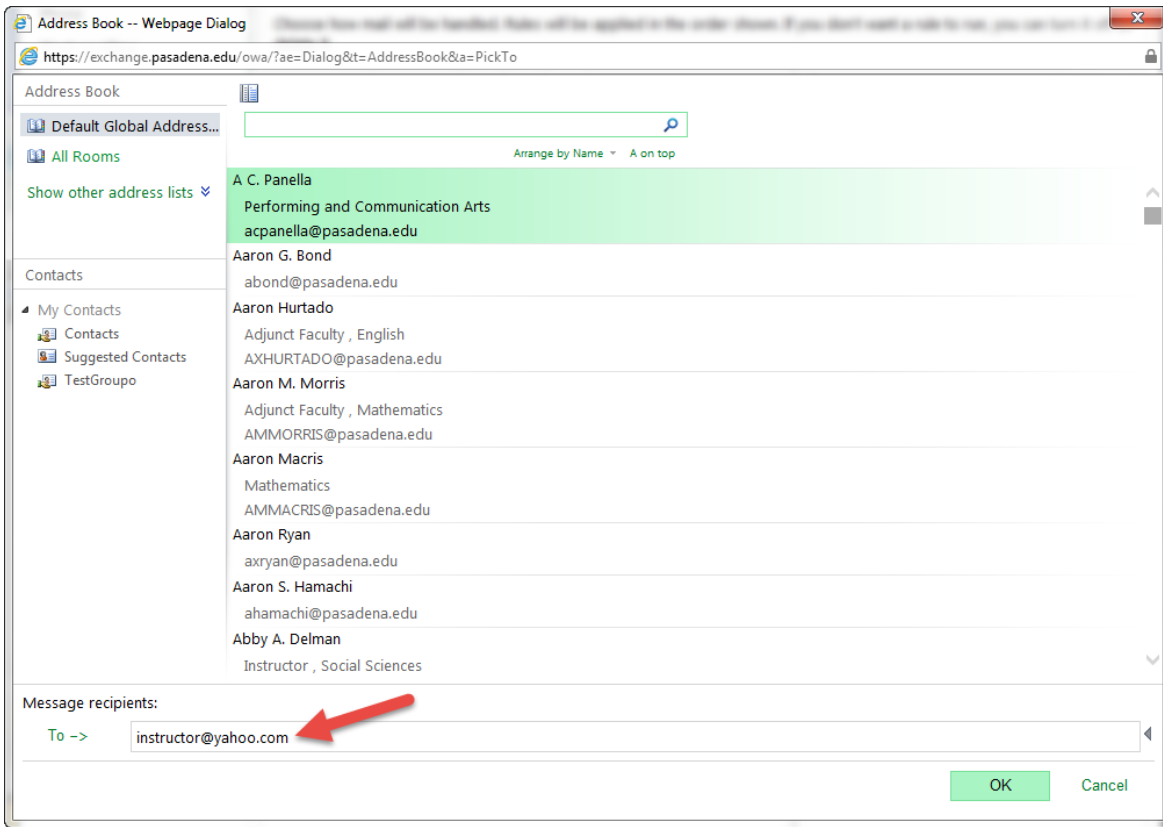
Under **When the message arrives**, select **Apply to all messages**.



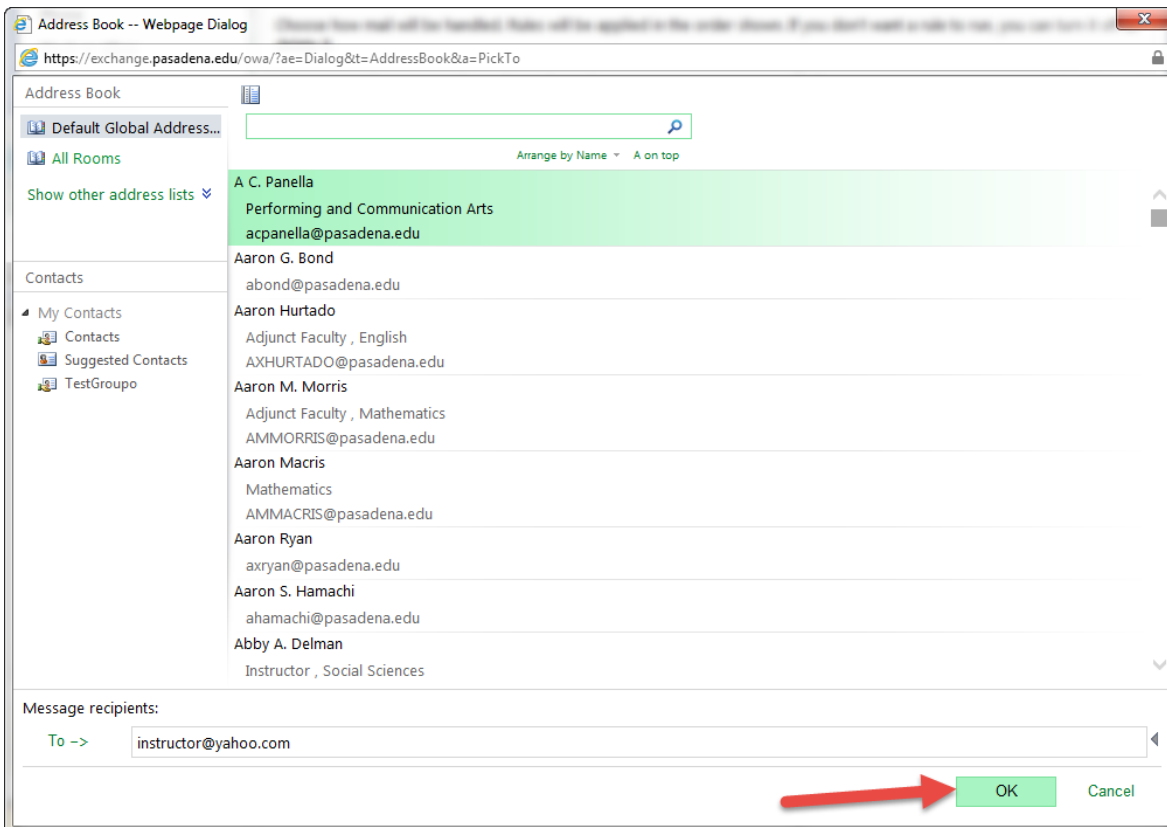
Under **Do the following**, select **Redirect the message to**.



You can enter the redirecting 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.

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]

Do the following:
Redirect the message to... 'instructor@yahoo.com'

More Options...

Save Cancel

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

New Inbox Rule - Windows Internet Explorer
https://exchange.pasadena.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1

New Inbox Rule

*Required fields

Apply this rule...

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

Do the following:
Redirect the message to...

More Options...

Warning

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

Yes No

Save Cancel