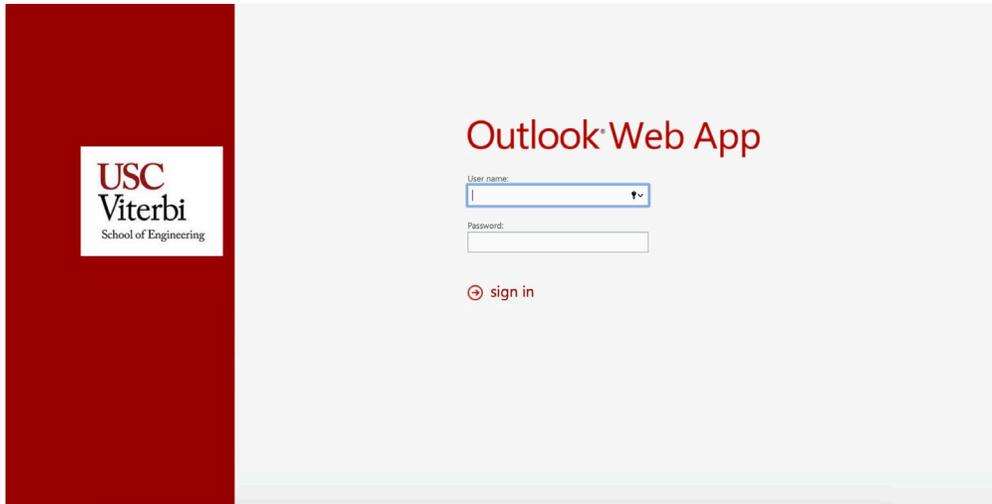
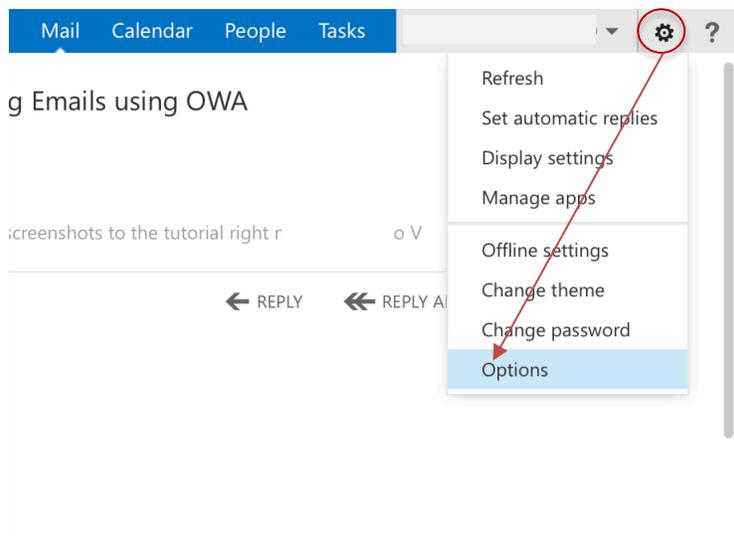


## Set Email Forwarding in Outlook Web Access

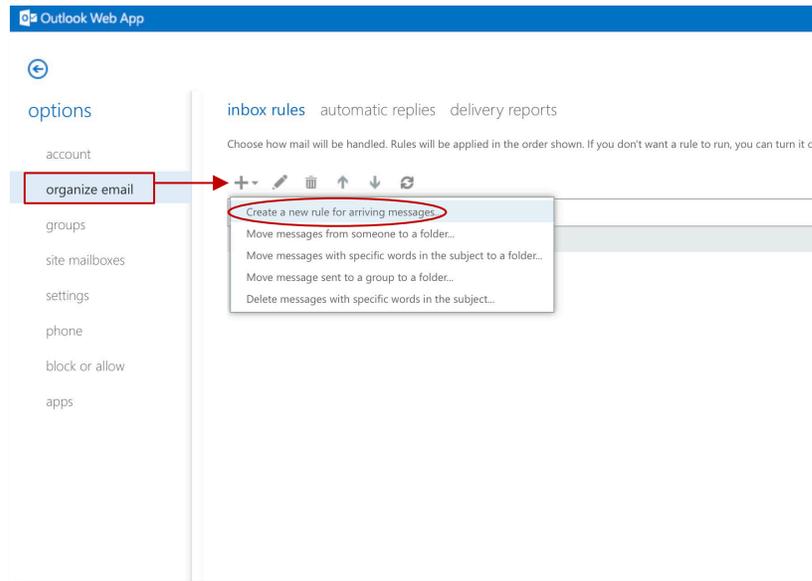
1. Go to <https://mail.vsoe.usc.edu> using the latest versions of Google Chrome, Mozilla Firefox, or Microsoft Edge.



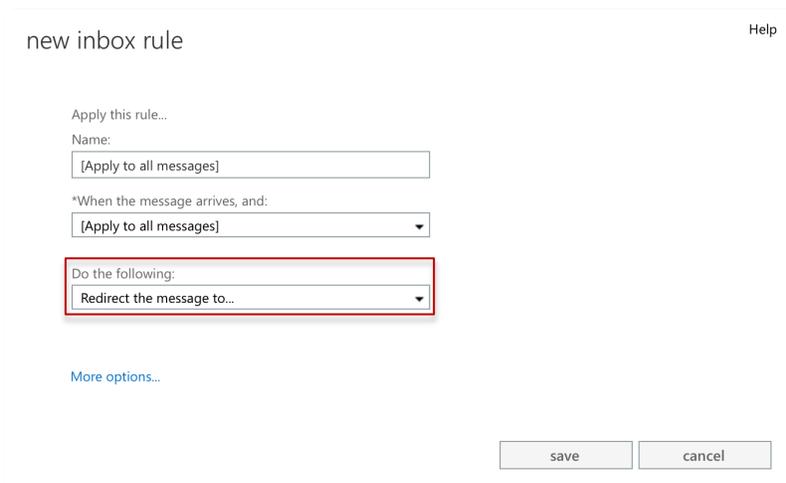
2. After you sign into Outlook Web App, click the gear icon (top right corner) > **Options** (at the bottom of the list)



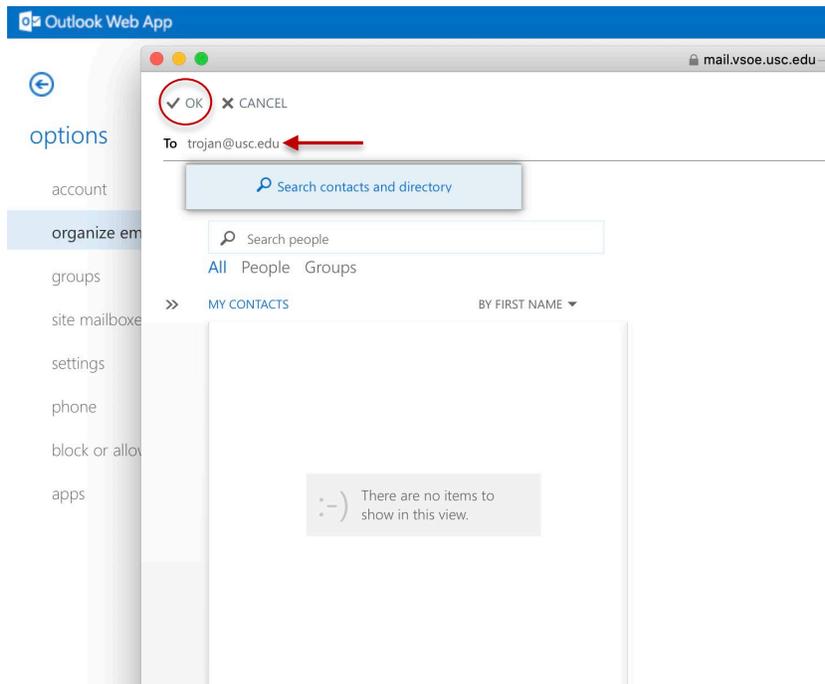
3. On the Organize Email tab, select the **+** icon > **Create a new rule for arriving messages**  
(Select to disable unused rules if prompted)



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



5. There are two options to enter the address you want your emails forwarded to:
  - a. In the **To** field at the top.
  - b. From the list of **Contacts** or **Directory** using the search bar. Type the contact's name, display name, or email address (i.e. Tommy Trojan, [trojan@usc.edu](mailto:trojan@usc.edu)).



6. Click **OK** to save your selections and return to the new rule window.
7. Click **Save** to save your rule and then click **OK** when prompted.
8. Log off and test forwarding.