

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.

USC Viterbi School of Engineering	Outlook Web App Ver name Parsword O sign in

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

Mail	Calendar	People	Tasks	· 🔅 ?
g Email	s using O'	WA		Refresh Set automatic replies Display settings Manage apps
creenshot:	s to the tutori	al right n	o V ₩ REPL	Offline settings (A) Change theme Change password Options

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

otions	inbox rules automatic replies delivery reports	
account	Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to	run, you can
organize email		
groups	Create a new rule for arriving messages Move messages from someone to a folder	
site mailboxes	Move messages with specific words in the subject to a folder	
settings	Move message sent to a group to a folder Delete messages with specific words in the subject	
phone		
block or allow		
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apps		

4. Under Do the following select Redirect the message to

new inbox rule		Help
Apply this rule Name: [Apply to all messages]		
*When the message arrives, and: [Apply to all messages]		
Do the following: Redirect the message to		
More options		
	save	cancel

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- 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, <u>trojan@usc.edu</u>).

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options To	rojan@usc.edu	
account	${oldsymbol{ ho}}$ Search contacts and directory	
organize em	Search people	
groups	All People Groups	
» site mailboxe	MY CONTACTS BY FIRST NAME -	
settings		
phone		
block or allov		
apps	There are no items to show in this view.	

- 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.