Forwarding/ redirection rule

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Keywords

redirection E-Mail Exchange Outlook forwarding

Solution (public)

Please be aware that forwarding your e-mails to your personal account (e.g. gmail etc.) is only allowed if those mail are not work related. With the following steps you will be able to redirect your incoming mail to another e-mail address.

OWA Select the settings and choose the "Options" menu. Select the category "Mail" and within the "Inbox and sweep rules" choose the plus sign +. Of the pull-down menu select "Create a new rule for arriving messages.."

 Inbox Rules within OWA Insert a name for the new rule and of the pull-down menu "When the message arrives, and" choose the option "Apply to all messages". Of the pull-down menu "Do the following " choose "Redirect the message to.."

 New Inbox Rules within OWA The global Exchange address book will be opened. Insert the e-mail address into To (e.g. abc@gmail.com) or choose the e-mail of the address book. Please be aware to not insert your own TU-email as it would cause an e-mail loop. Confirm the changes by selecting "OK".

 Forwarding Mailing Address If you would like to delete the forwarded mail within your Exchange account, choose the button "add action".

 New Inbox Rules within OWA For the new condition "and" select "Move, copy, or delete" and then "Delete the message". If you would like to keep the forwarded mails just move on without the additional condition.

 Configuration of the Inbox Rule After saving the changes there will be two pop up windows. Confirm them with "Yes" and "OK" after reading them.