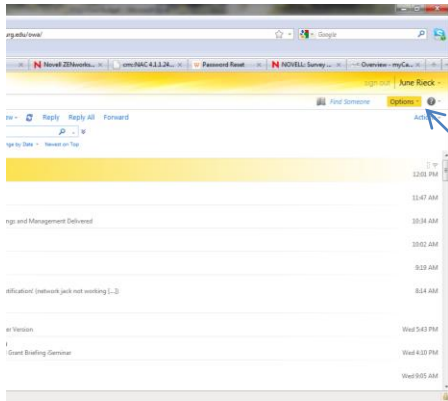
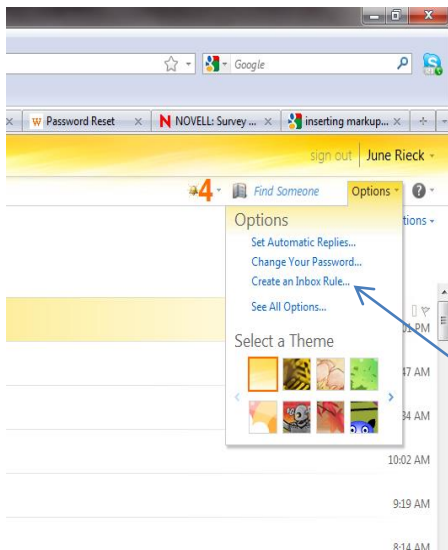


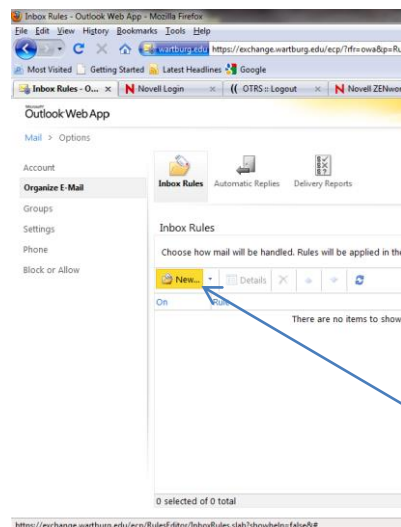
Forwarding your Exchange Email to different Email Account



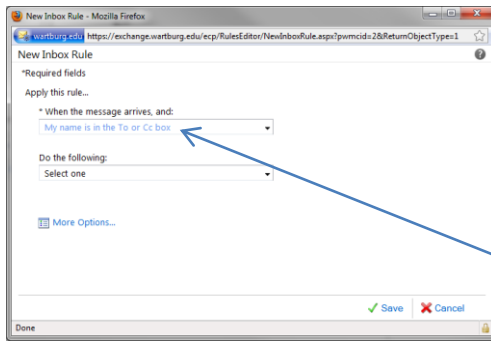
After logging into exchange.wartburg.edu. Click on Options in the upper right-hand corner.



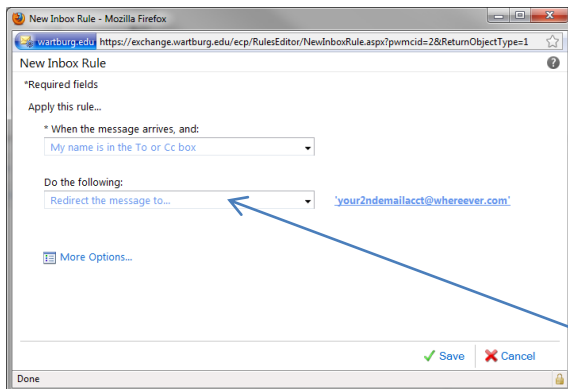
Click on "Create an Inbox Rule..."



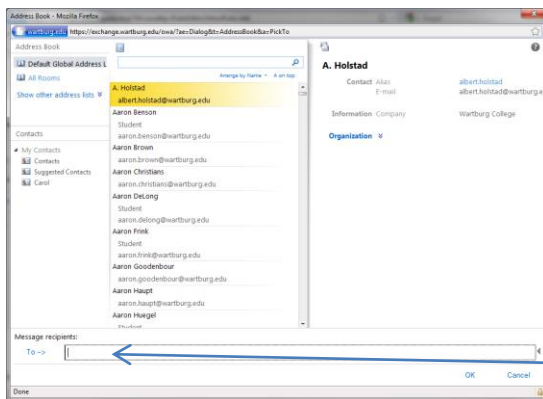
Click on "New" under Inbox Rules



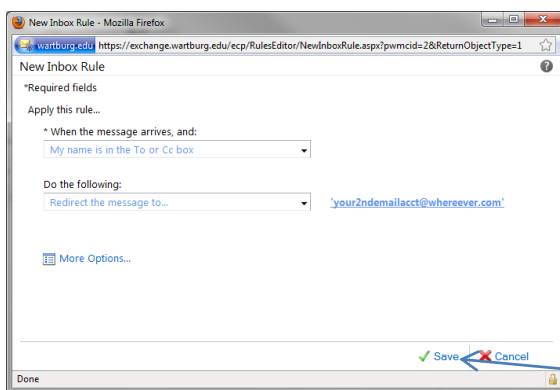
Select "My name is in the To or Cc box" in the drop down box for *When the message arrives, and :



Select "Redirect the message to..." in the drop down box under Do the following:



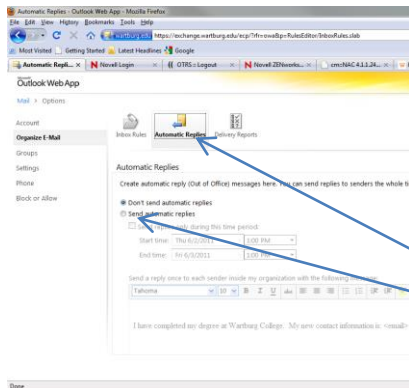
A second window will open. This is where you will enter the email address of the account you would like your Wartburg email to be forwarded. Then click "OK".



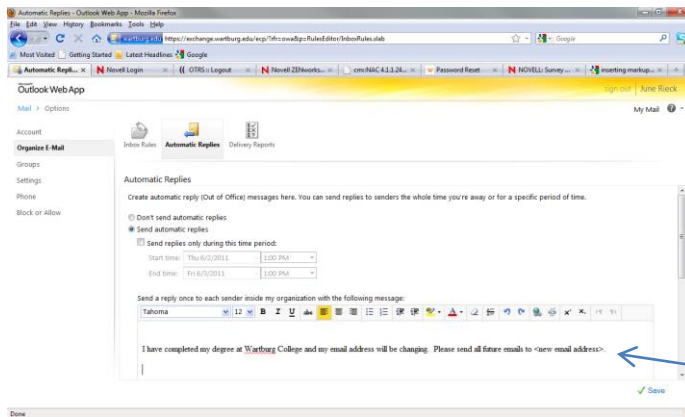
Click "Save" and your mail will now forward to your other email account.

Another good idea would be to set up “Automatic Replies”, so anyone sending to your Wartburg account will know that this account will become inactive and have the address of your new email. To do this:

-Stay in the “Options” section of exchange.wartburg.edu.



Click on “Automatic Replies” & then click on “Send automatic replies”.



Type the message you would like in the box and click “Save”. An example would be, “I have completed my degree at Wartburg College and my email address will be changing. Please send all future emails to <new email address>.”