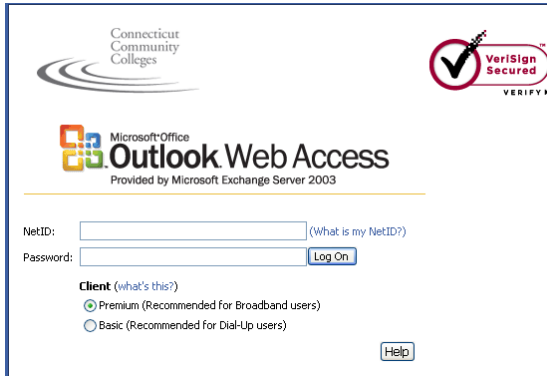


## Forwarding Outlook Web Access (OWA) Mail

1. Go to Outlook Web Access at: <http://www.mail.comnet.edu>



Connecticut Community Colleges

VeriSign Secured

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

NetID:  (What is my NetID?)

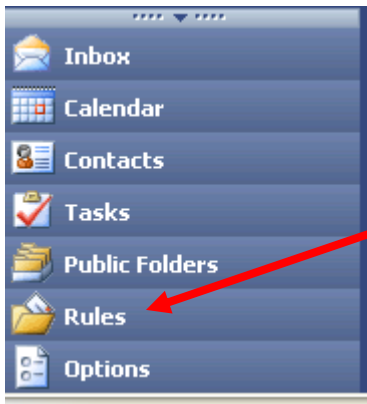
Password:

Client (what's this?)

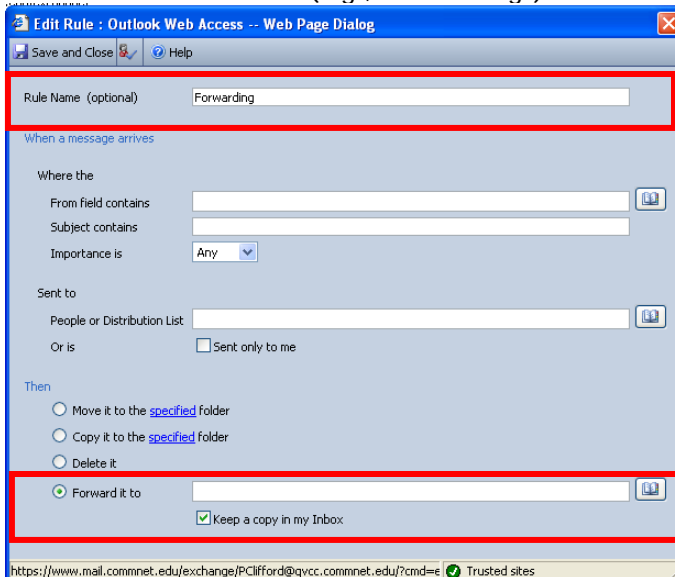
Premium (Recommended for Broadband users)

Basic (Recommended for Dial-Up users)

2. Enter your user name ([BannerID@qvcc.comnet.edu](mailto:BannerID@qvcc.comnet.edu))
3. Enter your password
4. Scroll down to the lower left-hand corner and click the Rules link



5. Enter a name for the rule (e.g., "Forwarding")



Edit Rule : Outlook Web Access -- Web Page Dialog

Save and Close Help

Rule Name (optional) Forwarding

When a message arrives

Where the

From field contains

Subject contains

Importance is Any

Sent to

People or Distribution List

Or is  Sent only to me

Then

Move it to the specified folder

Copy it to the specified folder

Delete it

Forward it to

Keep a copy in my Inbox

<https://www.mail.comnet.edu/exchange/PClifford@qvcc.comnet.edu/?cmd=e> Trusted sites

6. Enter an email address in the "Forward it to" field (multiple email addresses must be separated with semi-colons)
7. Click "Save and Close"