

How to:  
**Forward All SSCC Outlook Email  
to External Email Address**

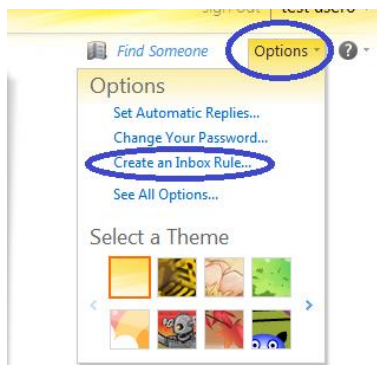
Southern State Community College  
I.T. Department

Phone: 1.800.628.7722 ext. 2800  
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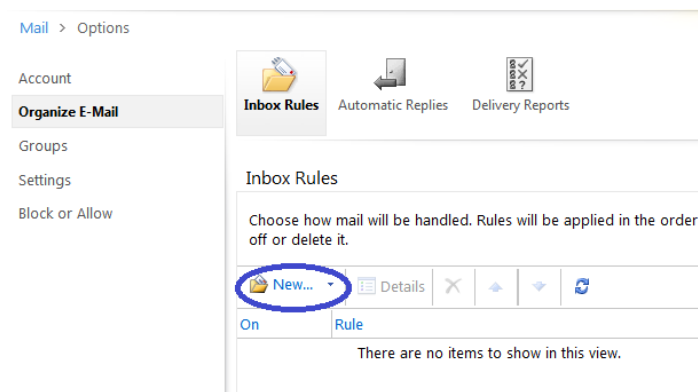
Southern State Community College White Paper  
How to: Forward All SSCC Outlook Email to External Email Address

You can forward all incoming email to an external address (Yahoo, Gmail etc.) by setting an **Inbox Rule**.

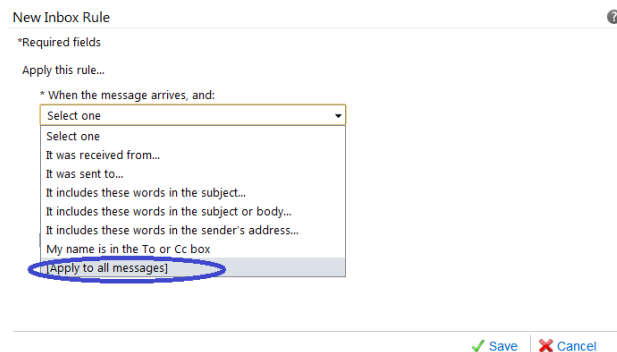
1. Log into Outlook Web App (<https://mail.sccc.edu/owa>).
2. Click the **Options** link in the upper right hand corner of the screen. Then click on **Create an Inbox Rule**.



3. Click on **New**.



4. On the New Inbox Rule window under the **Apply this rule...** heading, select the drop down menu under **\*When the message arrives...** and select **[Apply to all messages]**.



5. Next under **Do the following:** select **Redirect the message to...** and a new window will open for you to select the destination email address.

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages]

Do the following:  
Select one  
Select one  
Move the message to folder...  
**Redirect the message to...**  
Delete the message  
Send a text message to...

Save Cancel

6. In the **Address Book** window enter the email address you want to forward to in the **To ->** field at the bottom of the page and click **OK**.

Address Book

Default Global Add...  
All Rooms

Contacts

My Contacts  
Contacts

Aaron Medina  
Staff, Maintenance & Operations  
Aaron.Medina@sscc.edu

Aaron Sadiq  
STAFF, Maintenance & Operations  
Aaron.Sadiq@sscc.edu

Abbie Perry  
Adjunct Faculty, Social & Behavioral Sciences/History  
Abbie.Perry@sscc.edu

Abel Chen

Aaron Medina  
Contact Alias  
E-mail  
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Aaron.Medina  
Aaron.Medina@sscc.edu  
M&O Yard  
909 652-----

Information Job title  
Department

Staff  
Maintenance & Operation

Organization

Message recipients:  
To -> MyOutsideEmail@gmail.com

OK Cancel

7. Back on the New Inbox Rule click More Options to further configure the rule.

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages]

Do the following:  
Redirect the message to... 'MyOutsideEmail@gmail.com'

More Options...

8. Next click **Add Action** to further modify the rule.

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages]  
Add Condition

Do the following:  
Redirect the message to... 'MyOutsideEmail@gmail.com'  
Add Action

9. From the dropdown menu select **Move, copy, or delete** and then select **Delete the message**. Next enter a name for the new rule at the bottom of the page under **Name of rule:** and click **Save**.

New Inbox Rule ?

\*Required fields

Apply this rule...

\* When the message arrives, and:

[Apply to all messages] ▾

Add Condition

Do the following:

X Redirect the message to... ▾ 'MyOutsideEmail@gmail.com'

and

X Delete the message ▾

Select one

- Move, copy, or delete** ▸ Move the message to folder...
- Mark the message ▸ **Delete the message**
- Forward, redirect, or send ▸ Copy the message to folder...
- [Add Exception](#)

Stop processing more rules (What does this mean?)

Name of rule:

**AutoForward**

10. You will be prompted with a warning to apply to all future messages, click **Yes** to continue.

Warning

⚠ Do you want this rule to apply to all future messages?

Yes No

11. You have now created the auto forward rule and all messages sent will be directed to the outside email address you specified.

Outlook Web App sign out test user6

Mail > Options My Mail ?

Account

**Organize E-Mail**

Groups

Settings

Block or Allow

Inbox Rules Automatic Replies Delivery Reports

Inbox Rules

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 turn it off or delete it.

New... Details X

On	Rule
<input checked="" type="checkbox"/>	AutoForward

AutoForward

**After the message arrives and...**  
Apply to all messages

**Do the following...**  
delete the message  
And redirect the message to  
'MyOutsideEmail@gmail.com'  
And stop processing more rules on this message

12. **IMPORTANT NOTE !!!** – All email will be forwarded and then placed in the **Deleted Items** folder but there is no way to automatically empty this folder through a rule! You must periodically log into your **Outlook Web Application** account and **empty the Deleted Items folder**.