Automatically Forward Mail from OWA

If you choose to forward your email this way, please be aware that the messages will appear as a forwarded message in your external email account. This means that if you wish to reply to that message, you will have to change the “To” address in the email, otherwise you will be responding to your own email.

All of the messages that are forwarded will be automatically moved to your Deleted Items folder, which is then automatically emptied each night by the email server. This is to prevent your Regis Email account from going over the quota limit.

• In the upper right corner underneath the “Sign Out” button click on “Options”, then click on “See all Options”

• On the left column click on “Organize Email” then click on the downward arrow beside “New” and select “Create a New Rule for Arriving Messages”

• In the pop up window, in the first box choose “Apply to all Messages” and then click on the “More Options” button.
• In the lower box choose “Forward, Redirect, or Send” and then choose “Forward the Message to”

• In the pop up window at the bottom, type in the email address you wish to forward your email to then click “OK”

  Message recipients:
  To --> user@domain.com

• In the box under “AND” click on “Move, Copy, or Delete” and then “Delete the Message”

  New Inbox Rule
  Add Condition

  Do the following:

  • Forward the message to...
    'user@domain.com'
  and

  • Select one
    Move, copy, or delete
    Mark the message
    Forward, redirect, or send
    Move the message to folder...
    Delete the message
    Copy the message to folder...

• In the “Name of Rule” box choose a name such as “Email Forwarding”
• Click Save, and in the popup window, confirm.
• Finished

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