Outlook Web Access (OWA) - How to Auto Forward NAFA Email to Personal Email

Staff can set up rules in the NAFA mailbox to forward NAFA emails to personal email account. However, all staff <u>MUST</u> use NAFA email when corresponding to students and staff.

Login to Outlook Web Access. Click on "Options"

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Refresh	🕫 Undo
Automatic replies	
Display settings	
Manage add-ins	
Offline settings	
Change theme	
Options	

Go to "Automatic processing", "Inbox and sweep rules", click on +

	Mail					
€ Options						
Shortcuts General Mail		Inbo	Inbox rules			
		Choose how email will be handled. Rules will be applied in the order show				
- 74	Automatic replies	+ 🗸	` 亩 ↑ ↓			
	Inbox and sweep rules	On	Name			
	Junk email reporting	\checkmark	MSOnlineServicesTeam@MicrosoftOnline.com			
	Mark as read	\checkmark	Subject contains 'Request to Reset Microsoft Online S			

Enter any name for new inbox rule, choose " Apply to all messages", "Forward, redirect, or send", "Redirect the message to"

III Mail			
€ Options	🛱 OK 🗙 Cancel		
Shortcuts	New inbox rule		
General			
∡ Mail	Name		
 Automatic processing 	Redirect to personal email		
Automatic replies			
Inbox and sweep rule:	When the message arrives and	it mate	her all of these conditions
Junk email reporting	when the message arrives, and	nt mate	ines an or these conditions
Mark as read	[Apply to all messages]		•
Message options	AUTOMO		
Read receipts			
Reply settings	Do all of the following		
 Accounts 	Colort and		_
Block or allow	Select one		•
POP and IMAP	Select one		
▲ Layout	Move, copy, or delete	>	Forward the message to
Conversations	Dia the measure		Freedow and the second s
Email signature	Pin the message		Forward the message as an attachment to
Message format	Mark the message	>	Redirect the message to
Message list	Forward, redirect, or send	>	Send a text message to
Reading pane			-

Type your personal email address after "Redirect the message to...", click "Save", Click "OK"

iii Mail						
€ Options	🗸 Sav	ve 🗙 Cancel	el			
Shortcuts	Redirect the message to yourpersonalemail@hotmail.com					
Mail			Use this address: yourpersonalemail@hotmail.com			
 Automatic processing Automatic replies 	>>	Search Peop	• Search Directory			
Inbox and sweep rule: Junk email reporting		Your co	contacts By first name -			
Mark as read Message options Read receipts Reply settings		b	Members Not	tes		