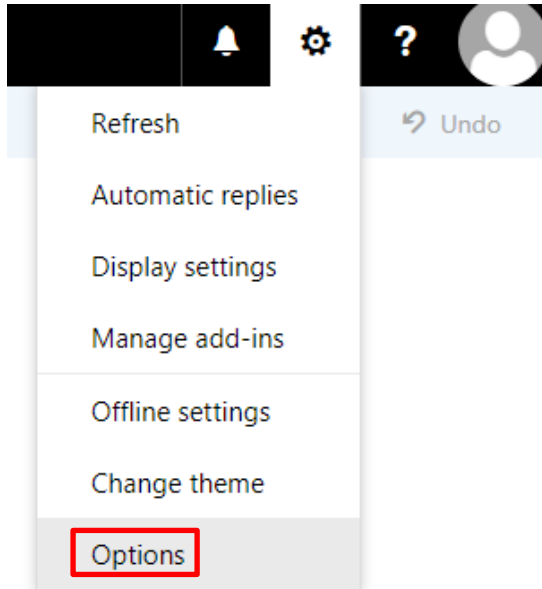


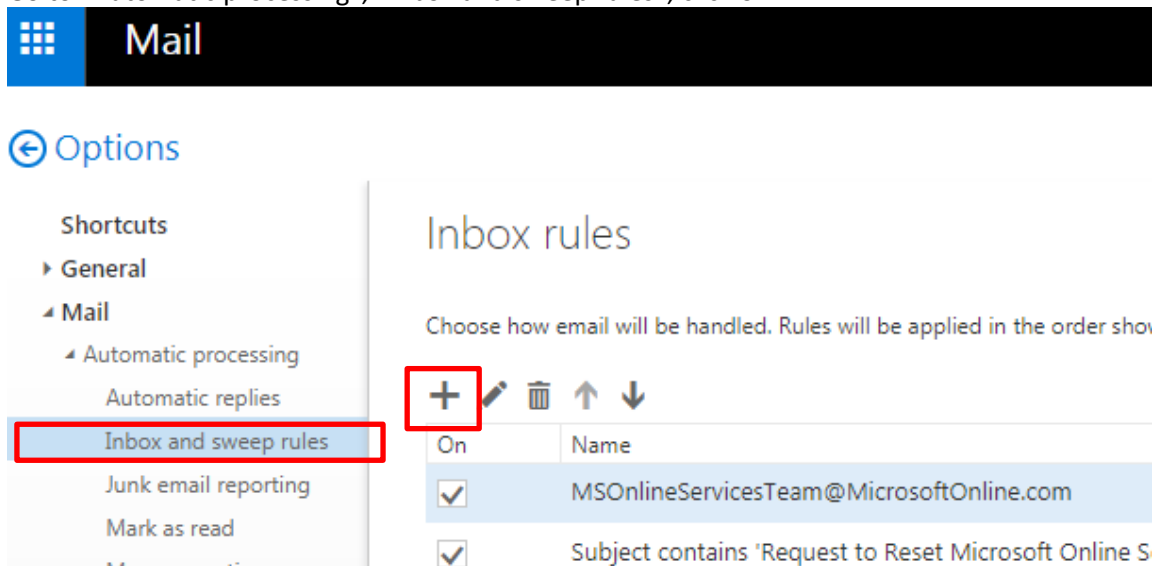
## Outlook Web Access (OWA) - How to Auto Forward NAFA Email to Personal Email

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

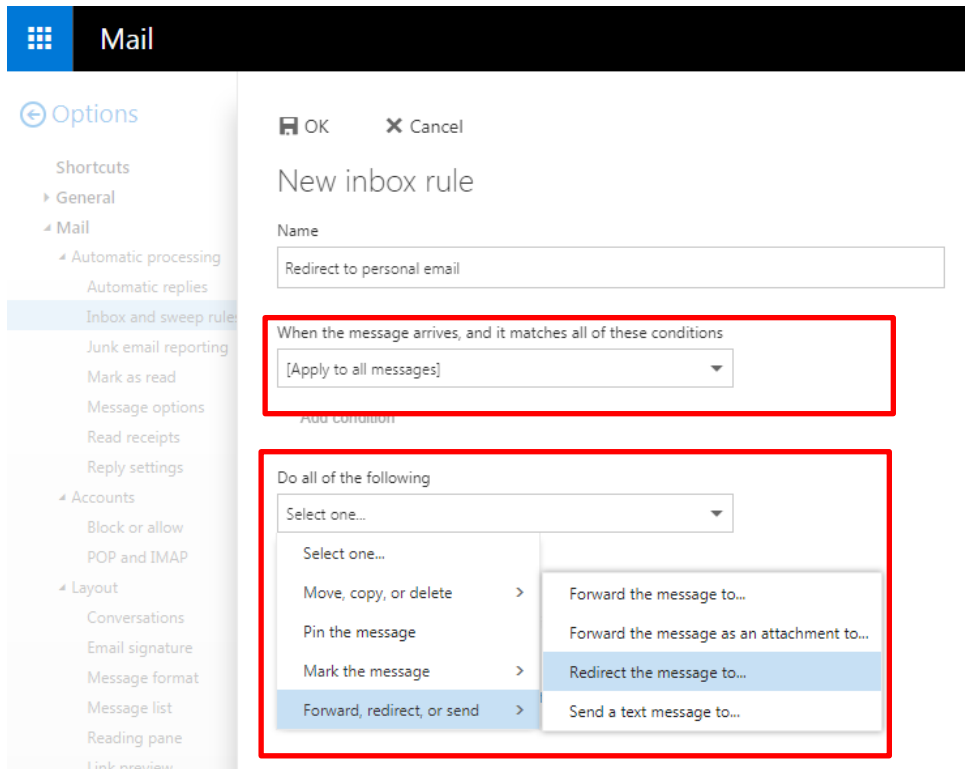
Login to Outlook Web Access. Click on “Options”



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



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



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

