

1. To setup a mail forward from your University account to a personal account, login to Webmail via the link in the top right hand corner on the IFSI website.

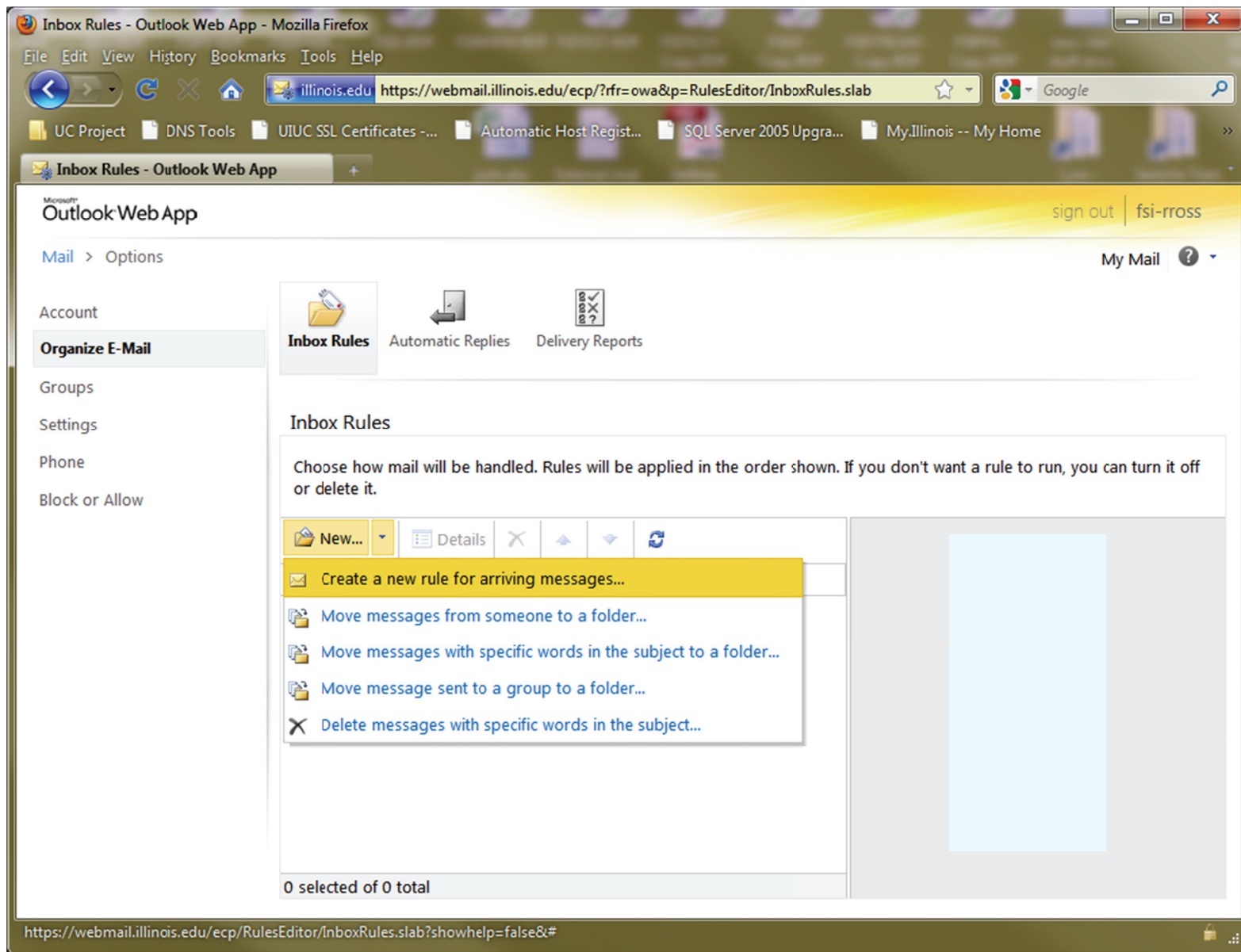
<http://www.fsi.illinois.edu>

- You can also get to webmail directly via this address- <http://webmail.illinois.edu>

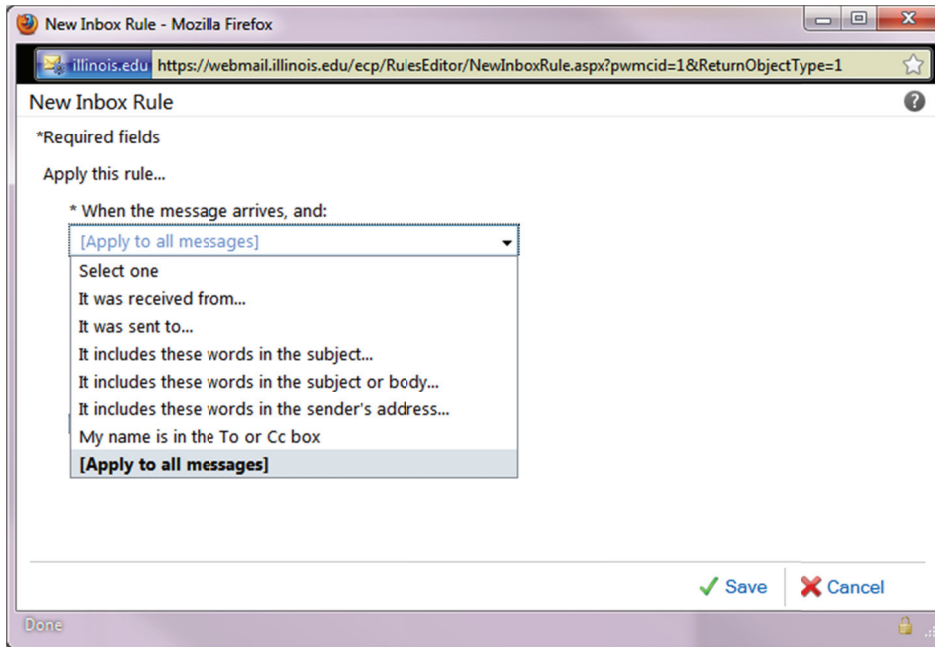
2. Once you are logged in to Webmail, click on the “options” button in the top right hand corner of the window and select “Create an Inbox Rule”.

The screenshot shows the Outlook Web App interface in a Mozilla Firefox browser window. The browser address bar displays <https://webmail.illinois.edu/owa/>. The page title is "fsi-ross - Outlook Web App". The interface includes a navigation pane on the left with folders like "Inbox (296)", "Unread Mail (296)", and "Sent Items". The main content area shows a list of emails, with the top one selected: "Tim Lash" with the subject "FW: Unified Communications - Migration Wednesday 12/7/2011". An "Options" dropdown menu is open in the top right corner, with "Create an Inbox Rule..." highlighted. Below the menu, there is a "Select a Theme" section with several theme icons. The email content area shows the start of a message from "Tim Lash" with the subject "FW: Unified Communications - Migration". The message body begins with "Hello, We have secured an open spot Wednesday night(12/7/2011) to migrate our email from the IFSI servers over to the new UC system. Your email might not be available for use during the migration period if there are issues. The process will begin at 5:00 pm and I would expect access to our email to be sporadic until Thursday morning. What to expect Thursday morning; 1. If work out in the field and normally access your email via the link from the IFSI website, you will be automatically redirected to the new Webmail page. Login with your usual IFSI username and password to access your email. Things may look a little different in terms of the".

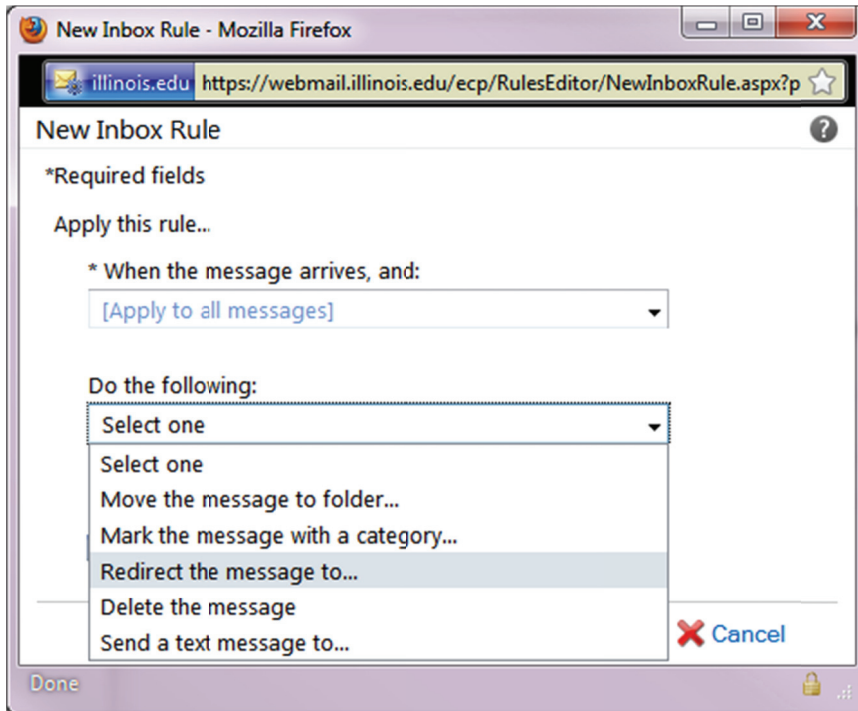
3. Then click the arrow icon next to the “New” button below the Inbox Rules window and select “Create a new rule for arriving messages”



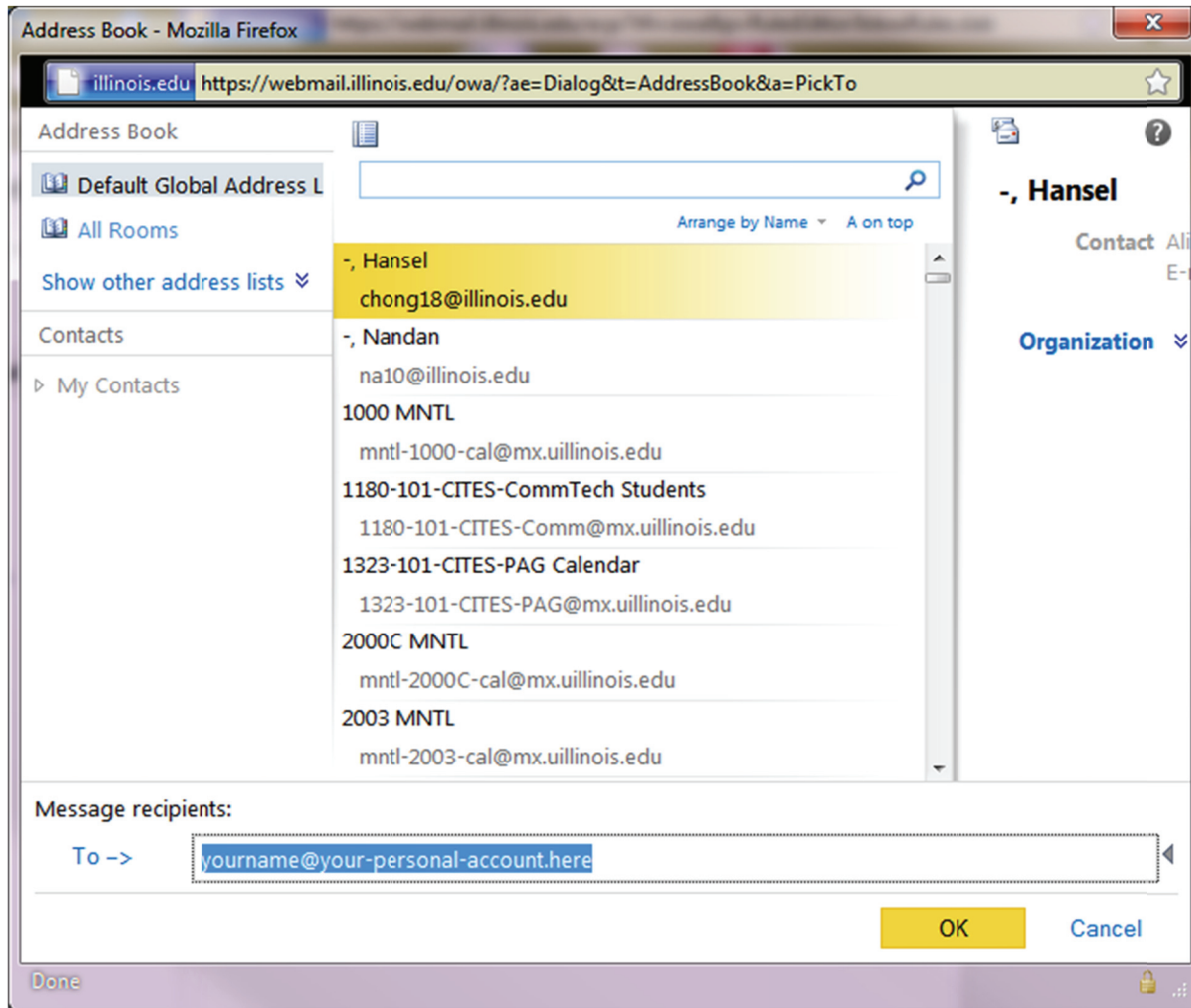
4. In the next window, pull the drop down arrow under the first section and select “[\[Apply to all messages\]](#)”



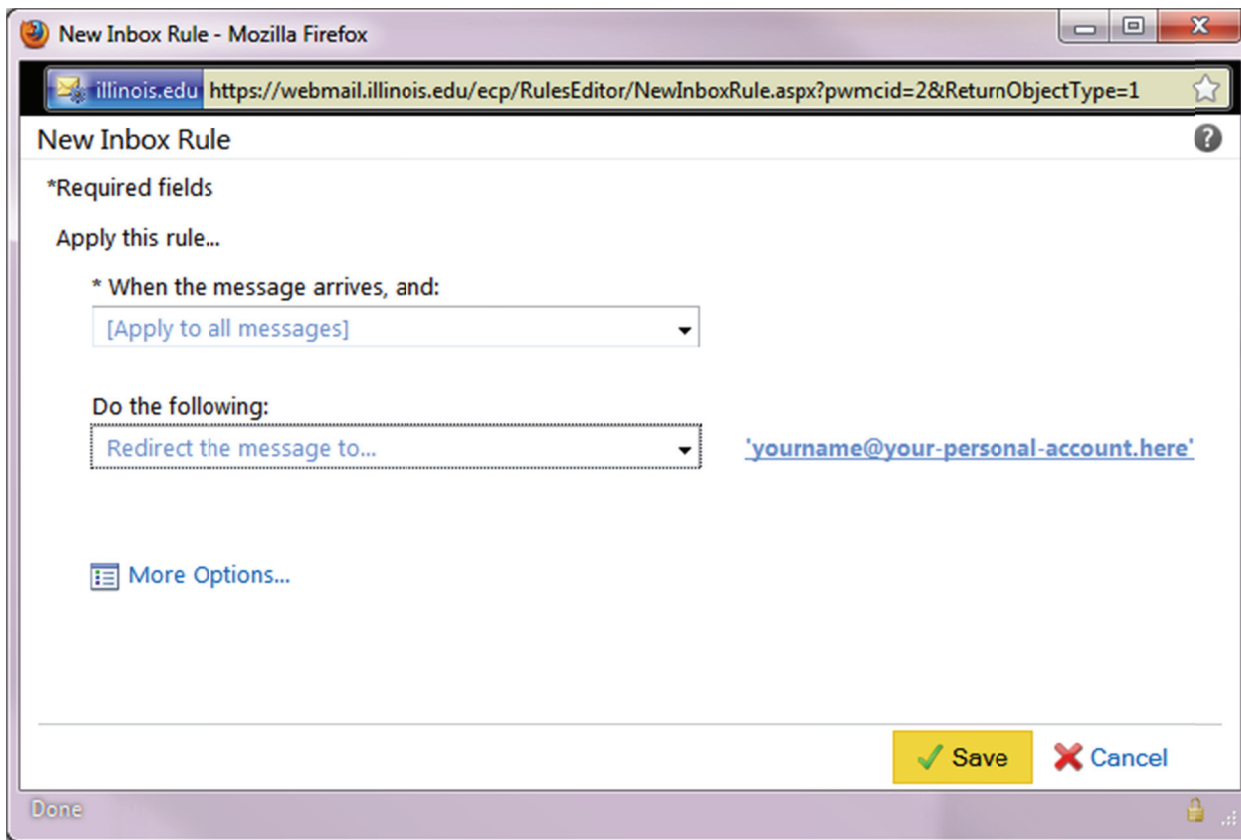
5. Pull the arrow down on the bottom drop down window where it says “Do the following” and select “[Redirect the message to...](#)”



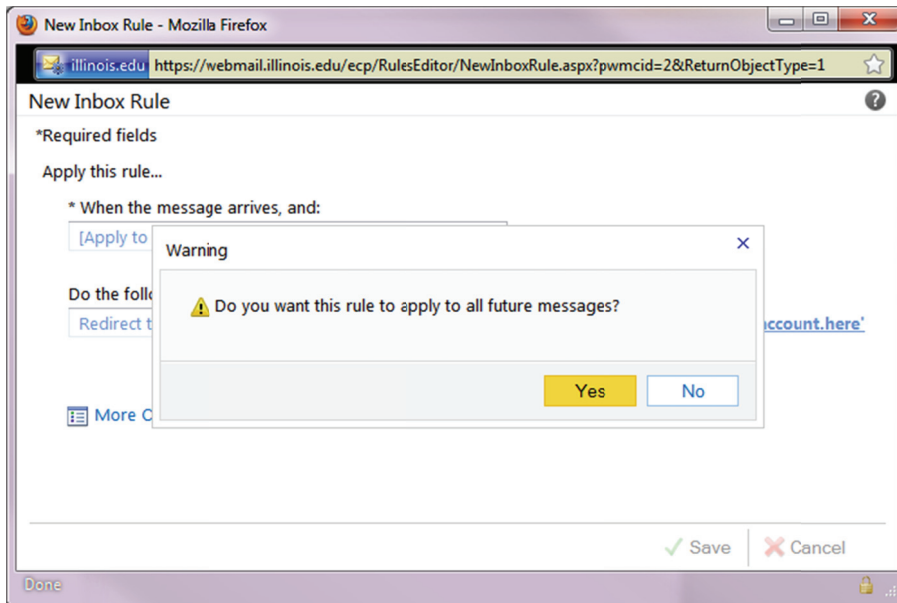
6. Next the address book will open up. Type in your personal email address where you would like to forward your email to on the “To ->” line at the bottom of the window. Click “Ok” when you are finished.



7. When you are finished your New Inbox Rule window should look like the one on the next page below (with your personal email address where you want to forward of course). Next hit the “Save” button at the bottom of the window to save the rule.



8. You will receive a Warning asking if you want this rule to apply to all future messages. Hit "Yes".



9. Your rule has been saved. Double check that the information is correct based on the picture below showing your personal email address where you will be forwarding to, and you are finished with the process.

Microsoft Outlook Web App sign out | fsi-ross

Mail > Options My Mail ?

Account

Organize E-Mail

Groups

Settings

Phone

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 Up Down Refresh

On	Rule
<input checked="" type="checkbox"/>	[Apply to all messages]

1 selected of 1 total

[Apply to all messages]

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

Do the following...
redirect the message to
'yourname@your-personal-account.here'
And stop processing more rules on this message