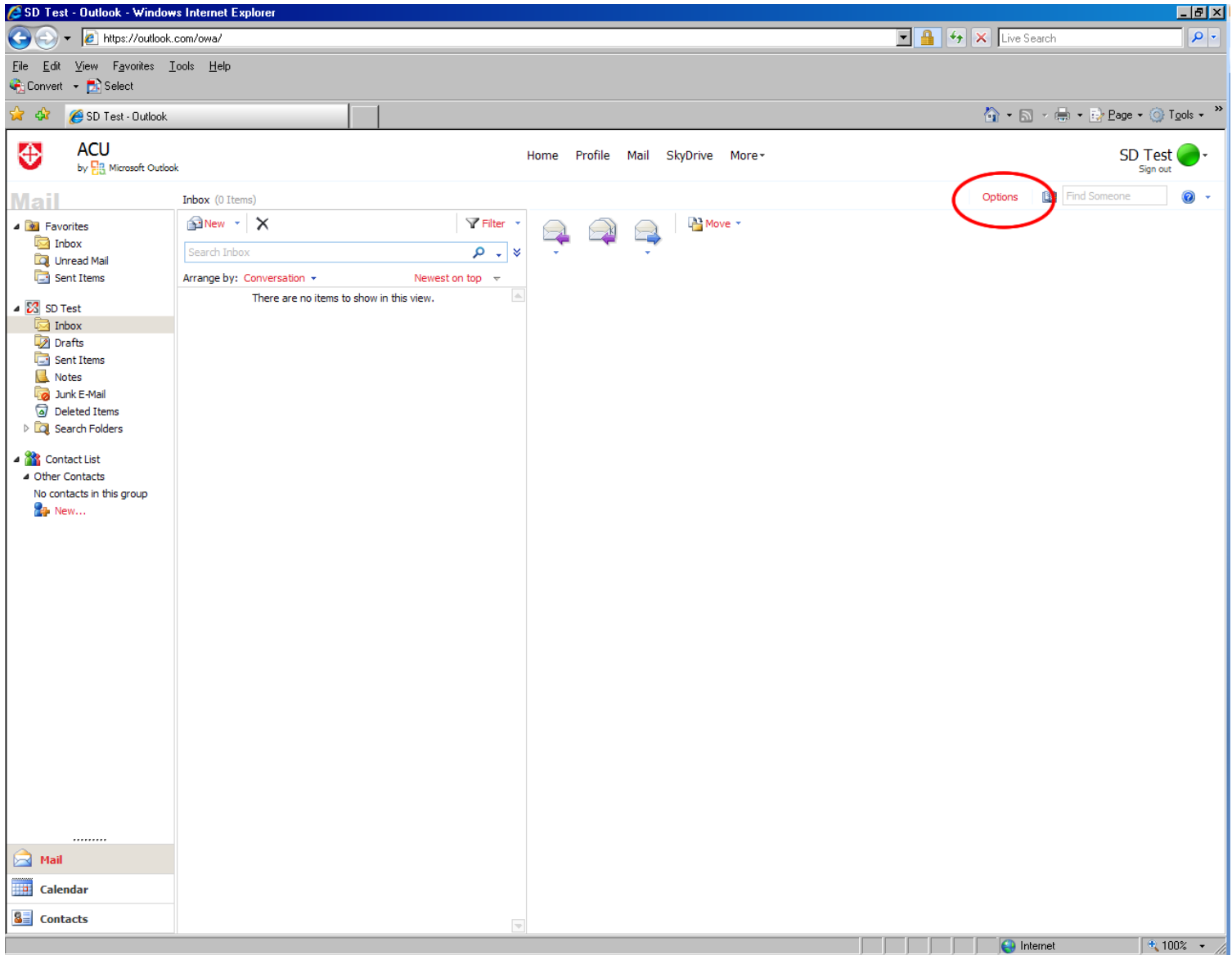




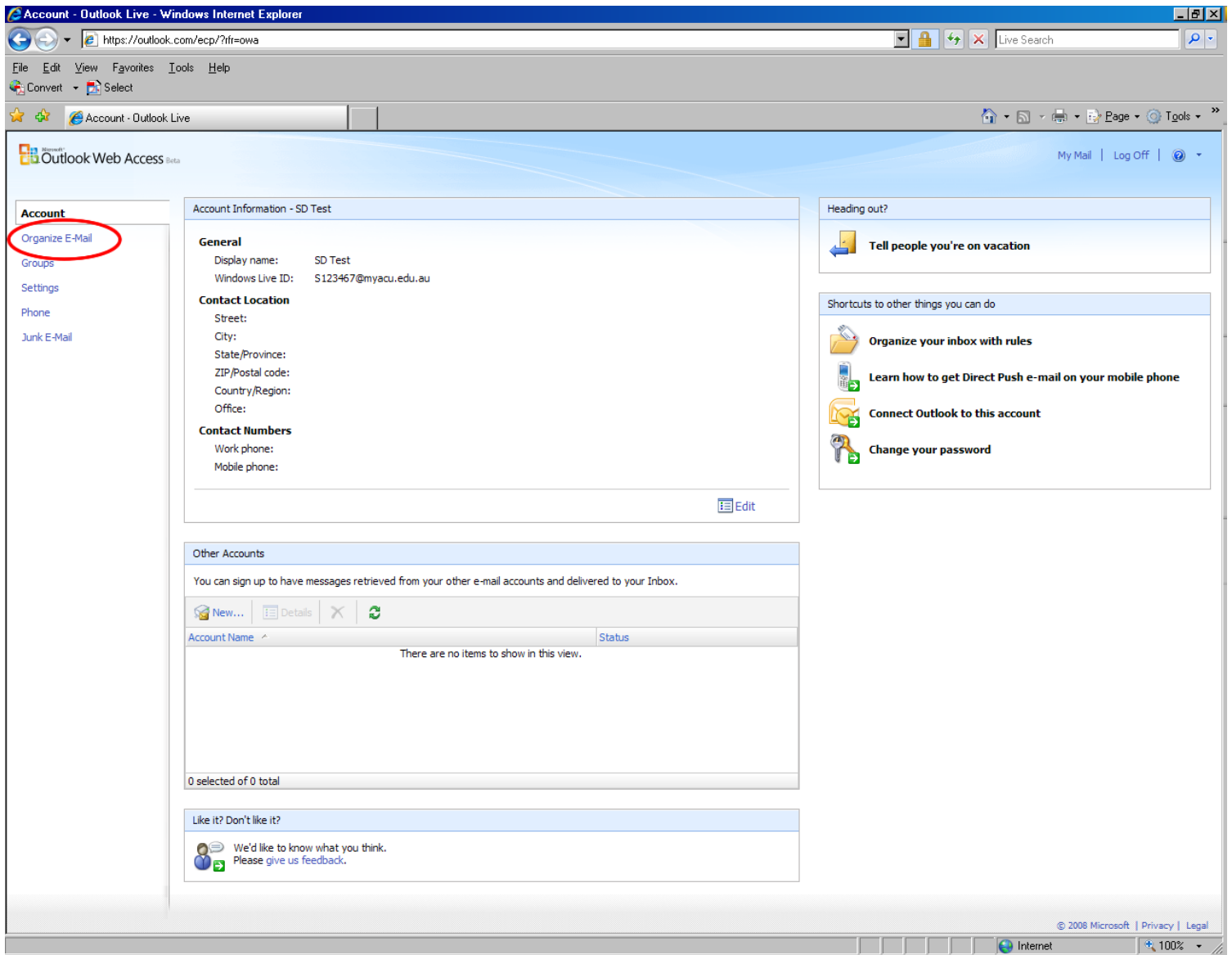
STUDENT EMAIL – AUTO FORWARDING

Student email works best with Internet Explorer 7 (or higher) or Mozilla Firefox V3 (or higher)

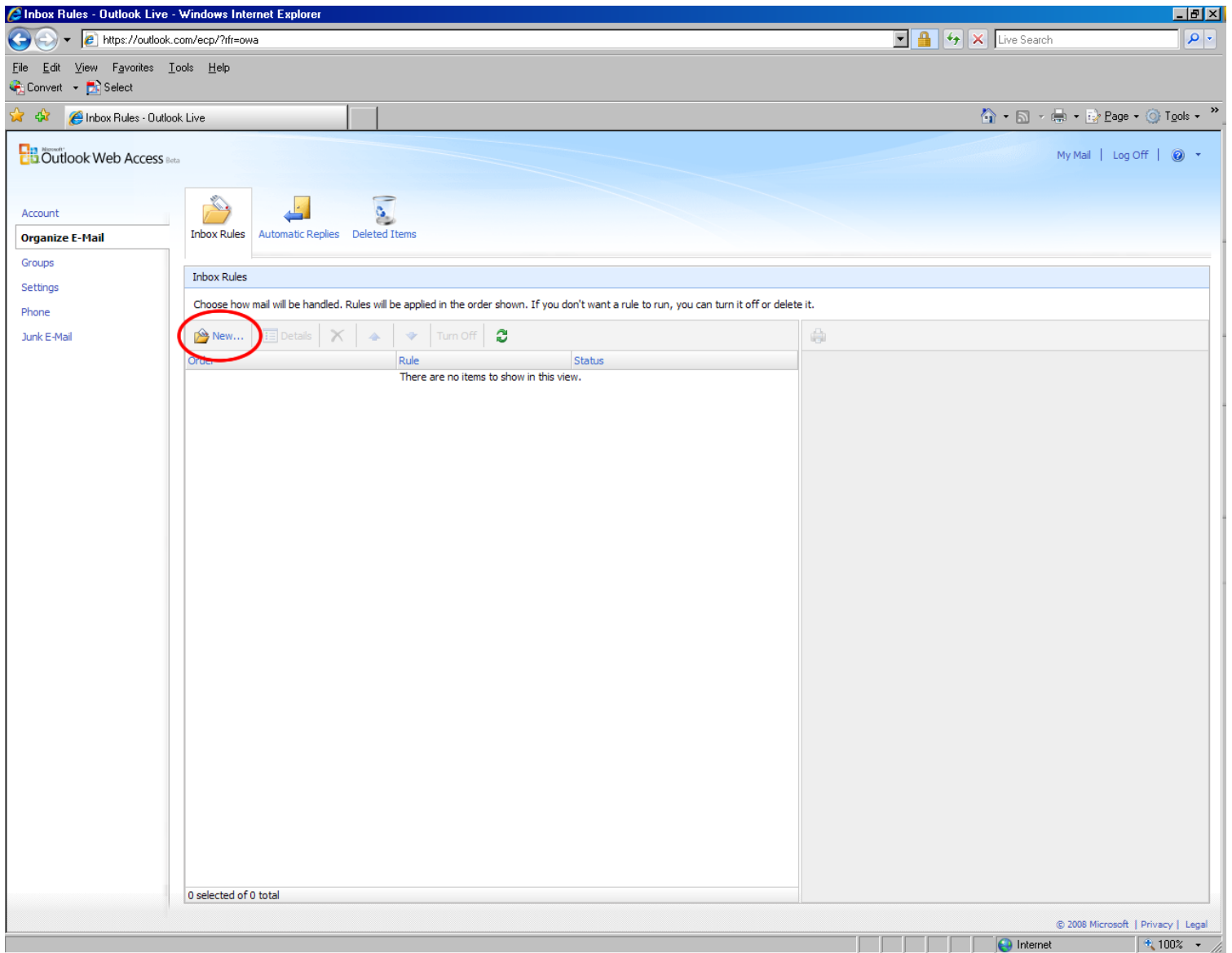
1. Go to: www.outlook.com
2. Enter your username (eg: S123456@myacu.edu.au) and password
3. Click **'Sign In'**
4. From the homepage, click on **'Options'**



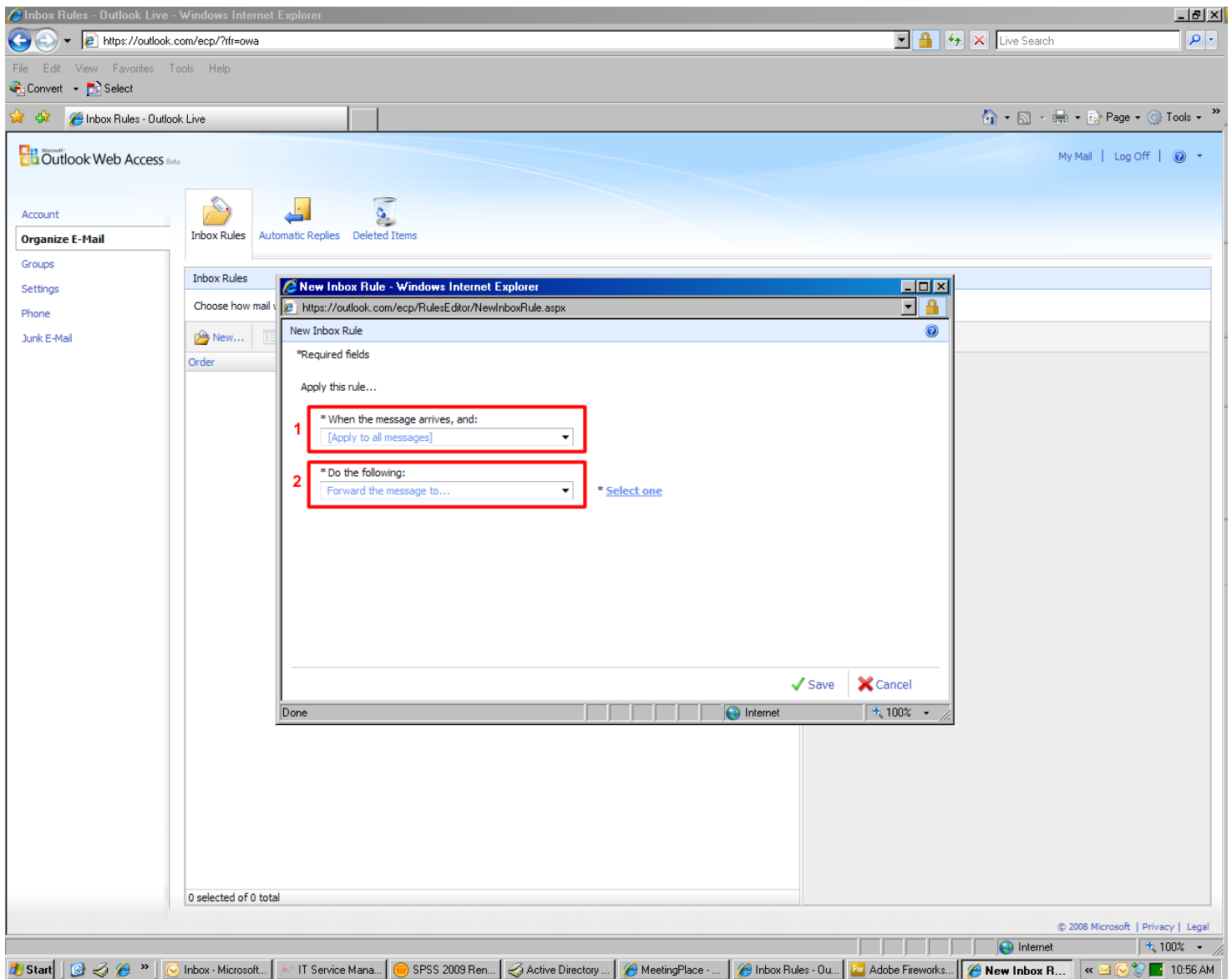
5. Click on 'Organize E-Mail' from the left-hand side menu bar



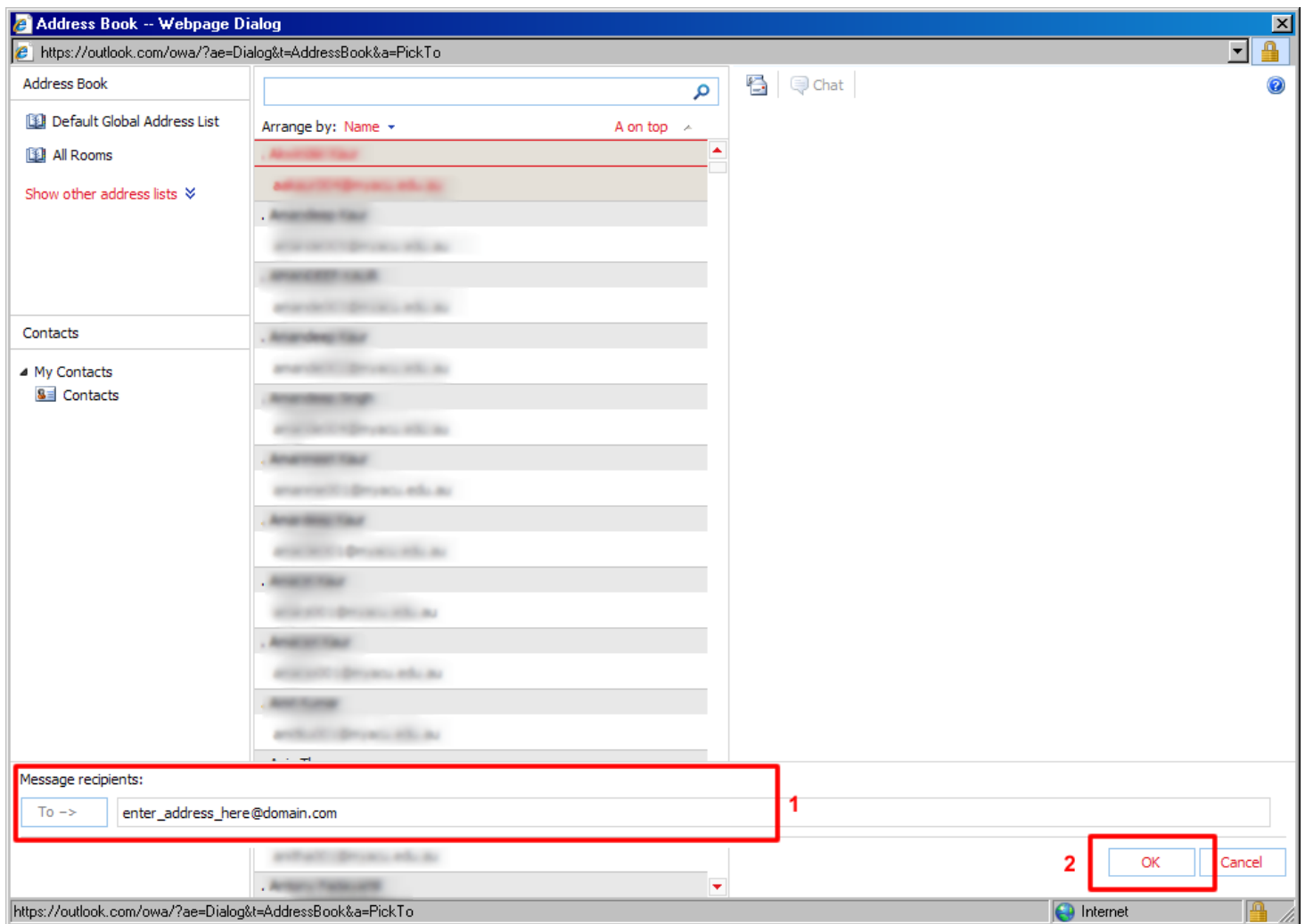
6. In the 'Inbox Rules' tab, click on 'New'



7. The **'New Inbox Rule'** window will display
8. From the first drop-down menu (labelled '1') select **'Apply to all messages'**
9. From the second drop-down menu (labelled '2') select **'Forward the message to'**



10. The 'Address Book' window will display
11. On the bottom of the window, enter the address you wish to forward all your emails to (labelled '1')
12. Click 'OK' (labelled '2')



13. In the 'Inbox Rule' window, confirm that the address you have entered is correct (labelled '1')
14. Click 'Save' (labelled '2')

