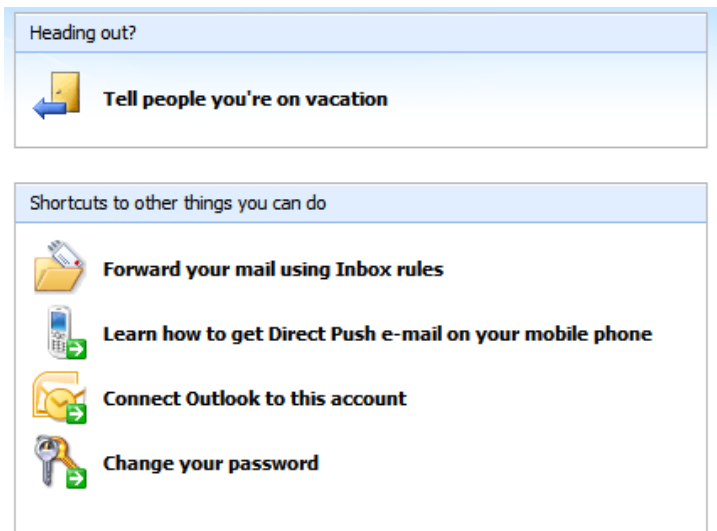


Email Forwarding

Please note that when forwarding emails from your Windows Live account to a different account (Yahoo, Gmail, etc) the emails will show up as an attachment that requires downloading. (**Hint:** This is similar to picture files sent through email)

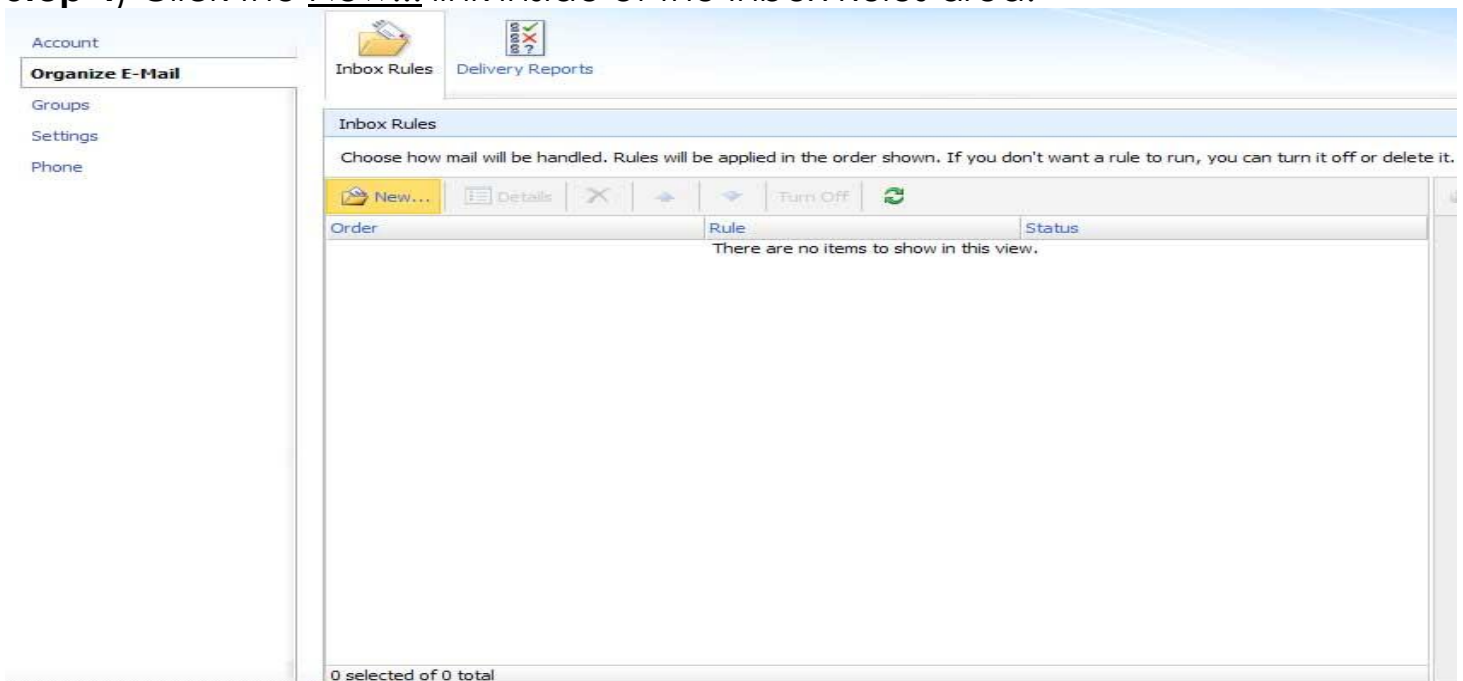
Step 1) Log in to your account (<http://live.ndm.edu>) as if you are regularly checking your email.

Step 2) Click Options which is located at the top right corner of the screen.



Step 3) On the right of the screen there will be a box that resembles the box to the left of this text. Click the link that is titled Forward your mail using Inbox rules.

Step 4) Click the New... link inside of the Inbox Rules area.



Apply this rule...

* When the message arrives, and:

Select one

- It was received from...
- It was sent to...
- It includes these words in the subject...
- It includes these words in the subject or body...
- It includes these words in the sender's address...
- My name is in the To or Cc box
- [Apply to all messages]**

Apply this rule...

* When the message arrives, and:

Select one

* Do the following:

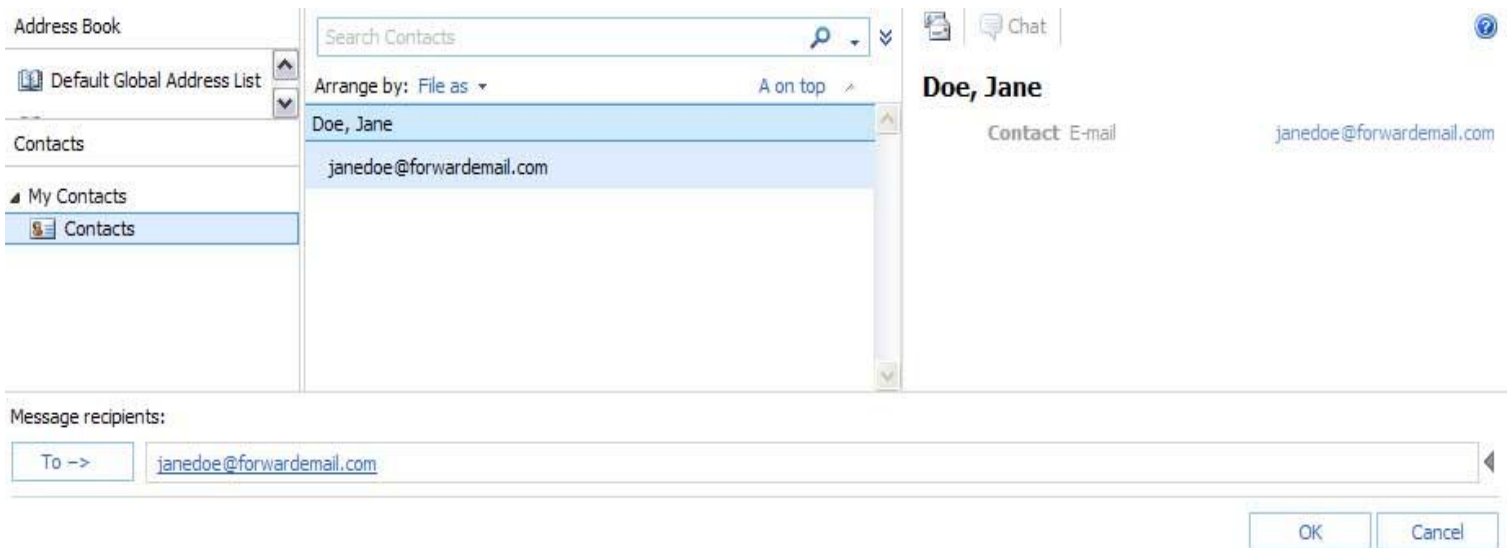
- Redirect the message to...
- Move the message to folder...
- Redirect the message to...**
- Forward the message to...
- Delete the message
- Send a text message to...

* [Select one](#)

 Save  Cancel

Step 5) A window will appear on the screen with two drop down menus on it. In the first drop down menu select [Apply to all messages]

In the second drop down menu select Redirect the message to... and another box will automatically appear on the screen. (If a window does not automatically appear just click on the link Select one.)



The screenshot shows the Outlook interface. On the left, the 'Address Book' pane is open, showing a list of contacts. 'Doe, Jane' is selected, and her email address 'janedoe@forwardemail.com' is visible below her name. On the right, the contact's details are shown, including the name 'Doe, Jane', the label 'Contact E-mail', and the email address 'janedoe@forwardemail.com'. At the bottom of the screen, the 'Message recipients' field is visible, with a 'To ->' button and the email address 'janedoe@forwardemail.com' entered. There are 'OK' and 'Cancel' buttons at the bottom right.

Step 6) On the next screen you can simply type in the email address in the "To" box at the bottom of the page and click Ok once you are done.

New Inbox Rule ?

*Required fields

Apply this rule...

* When the message arrives, and:

* Do the following:
 'janedoe@forwardemail.com'

Step 9) The window that is on your screen should look like the window to the left of this text except that instead of 'janedoe@forwardemail.com' the email address that you chose will be there.

Click Save at the bottom of the screen. The pop up window will disappear and your screen should resemble the screen below.

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.

Order	Rule	Status
1	[Apply to all messages]	On

[Apply to all messages]

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

Do the following...
Forward the message to 'janedoe@forwardemail.com'
And Stop processing more rules on this message

Your emails are now set to be forwarded. Please note that because emails sent to the original address have to process through the Windows Live server and the server of the forwarding address there may be a delay in receiving emails. If you ever wish to stop the forwarding process there is a Turn Off link located on this screen also.

If any issues occur or if you need any assistance with this process please contact the Help Desk at 410-532-5200 or email HelpDesk@ndm.edu