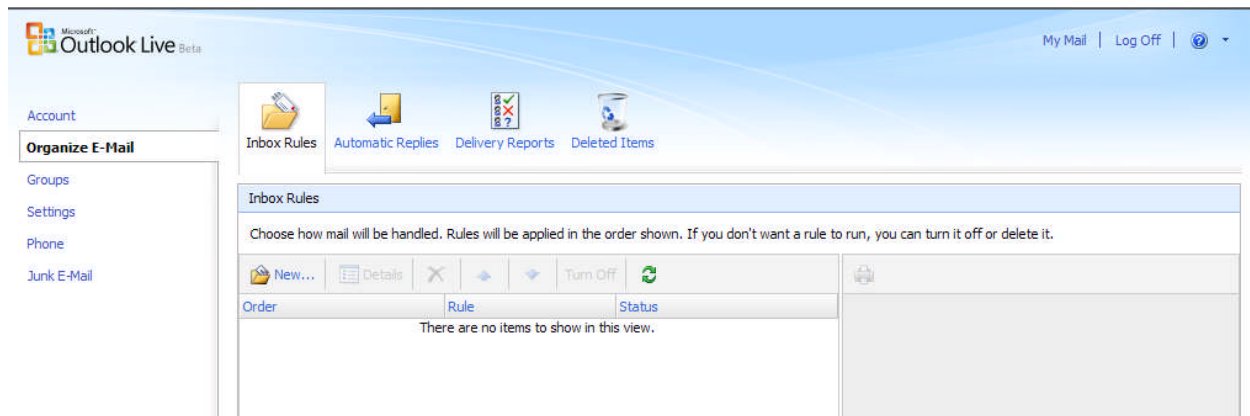
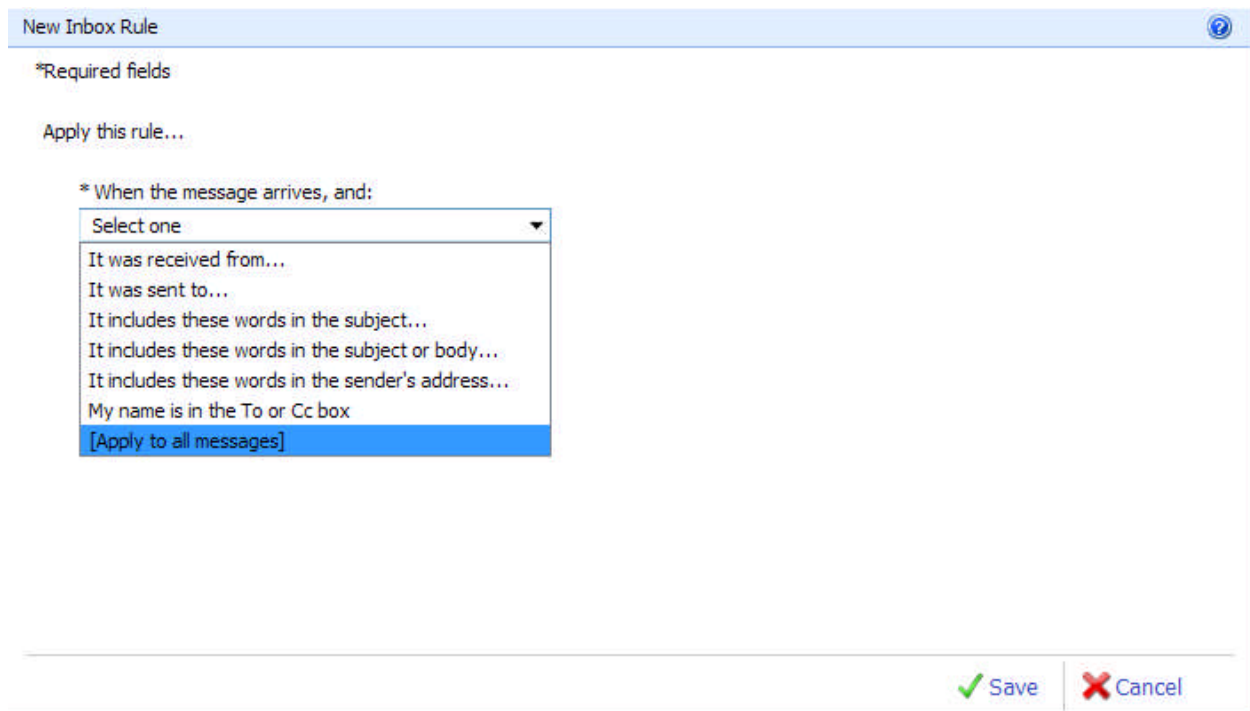


How to Forward Student Email account to Employee Email account

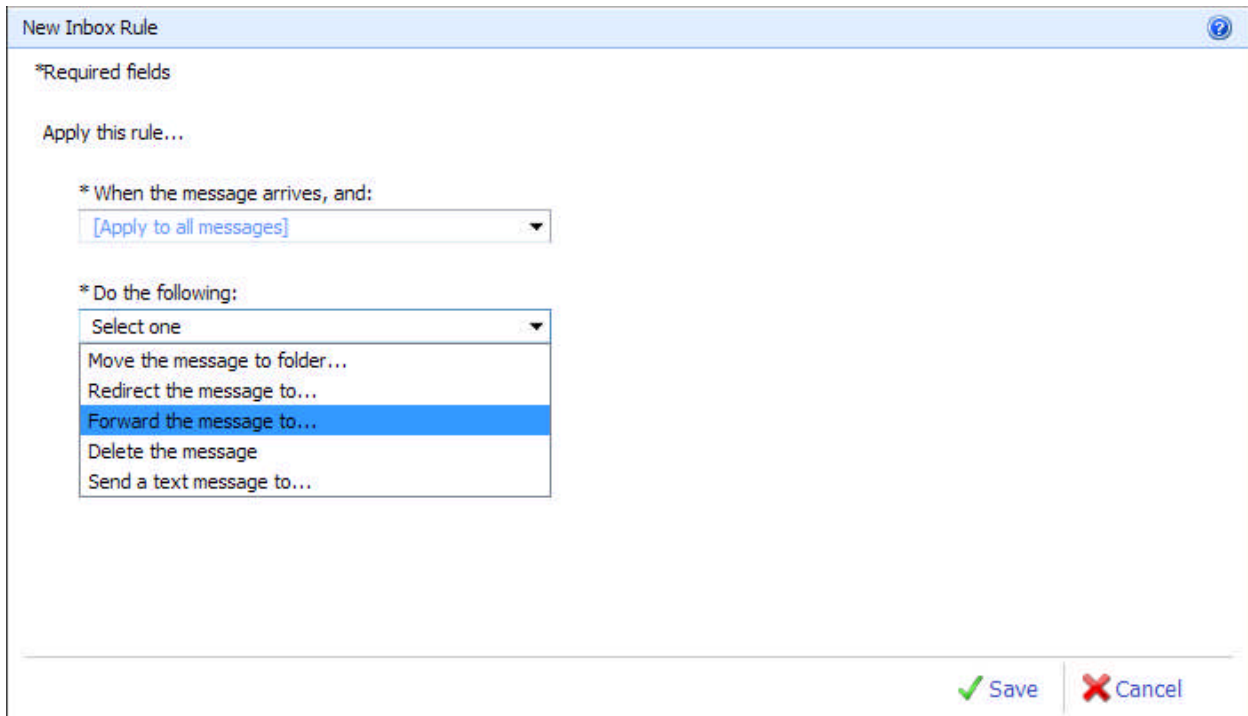
1. Log into Webmail. (See How to Login)
2. In the top right hand corner click Options.
3. On the left hand side select the Organize Email option.
4. In the Inbox Rules tab create new rule by selecting the New button.



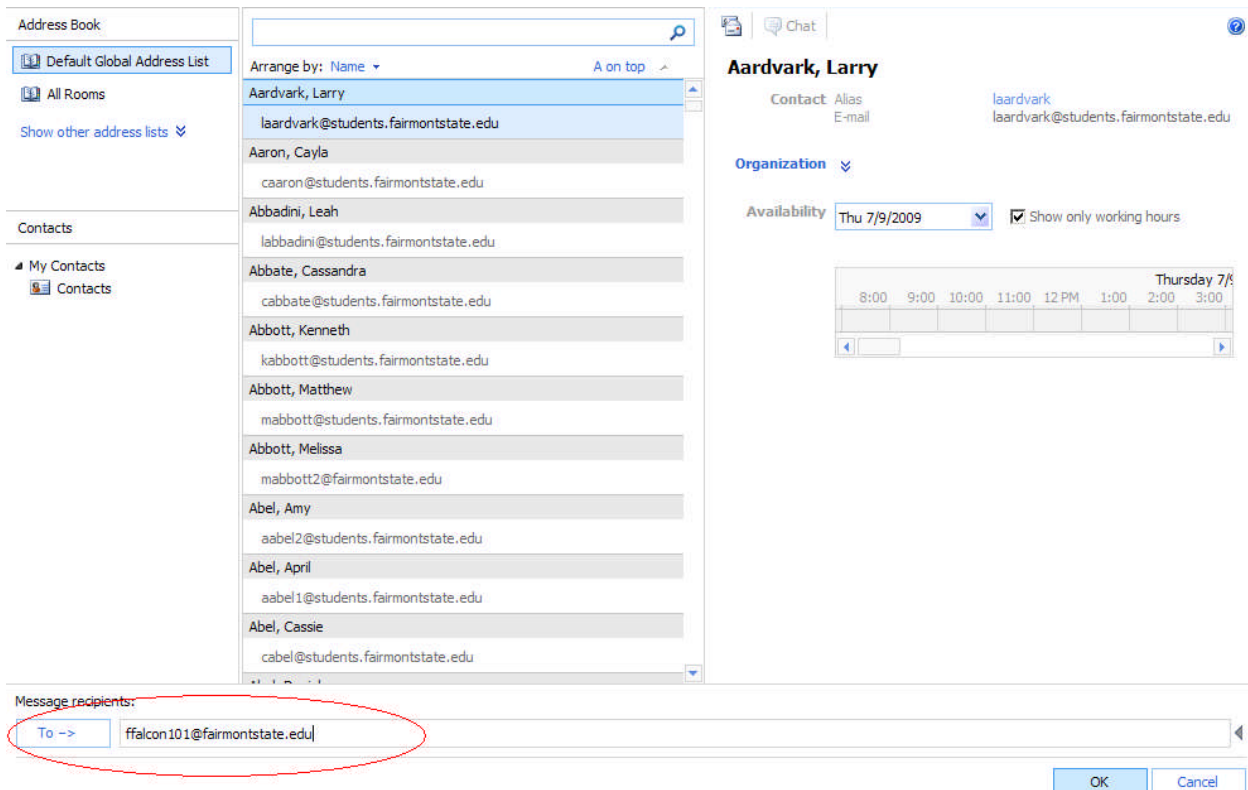
5. From the *When the message arrives, and: drop down menu select Apply to all messages.




6. From the *Do the following: drop down menu select Forward the message to...



7. A dialog box will open. In the To field enter your employee email address. Click OK.



8. Click the Save button.



New Inbox Rule 

*Required fields

Apply this rule...

* When the message arrives, and:
[Apply to all messages] ▼

* Do the following:
Forward the message to... ▼ ['falcon101@fairmontstate.edu'](mailto:falcon101@fairmontstate.edu)

 Save  Cancel