How to forward your student email through Microsoft Outlook Live to another email:

1) First, go to the Fairmont state home page [www.fairmontstate.edu/home](http://www.fairmontstate.edu/home), then click the myCampus link.

![myCampus Link](image)

2) Click on Returning Users Login.

![Returning Users Login](image)

3) Log in using your uca and password.

![Login Form](image)

4) Click on the Webmail icon in the Applications box:
5) Once you have logged into the email, go to the upper right hand corner and click **options**.

6) Once you have opened options you will see a box titled **Shortcuts to other things you can do**. Click on the option to **Forward your mail using inbox rules**.
7) Once you have opened the forward your email using inbox rules option you will see a dialog box. Click new. By clicking new another window will pop up named new inbox rule.

8) In the box you will click on the option that says when the message arrives, you will click apply to all messages.

![Image of Inbox Rules dialog box]

9) In the box that says Do the following, you will click forward the messages to...

10) Now you will click select one, which is directly next to the previous box.

![Image of Forwarding options]

11) Once you have done that, there will be a window titled address book.
12) In this window there will be dialoged box titled message recipients, in this box you will type the email that you are forwarding to.

13) Press ok, now your email should automatically start to go to your alternate email.