

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>

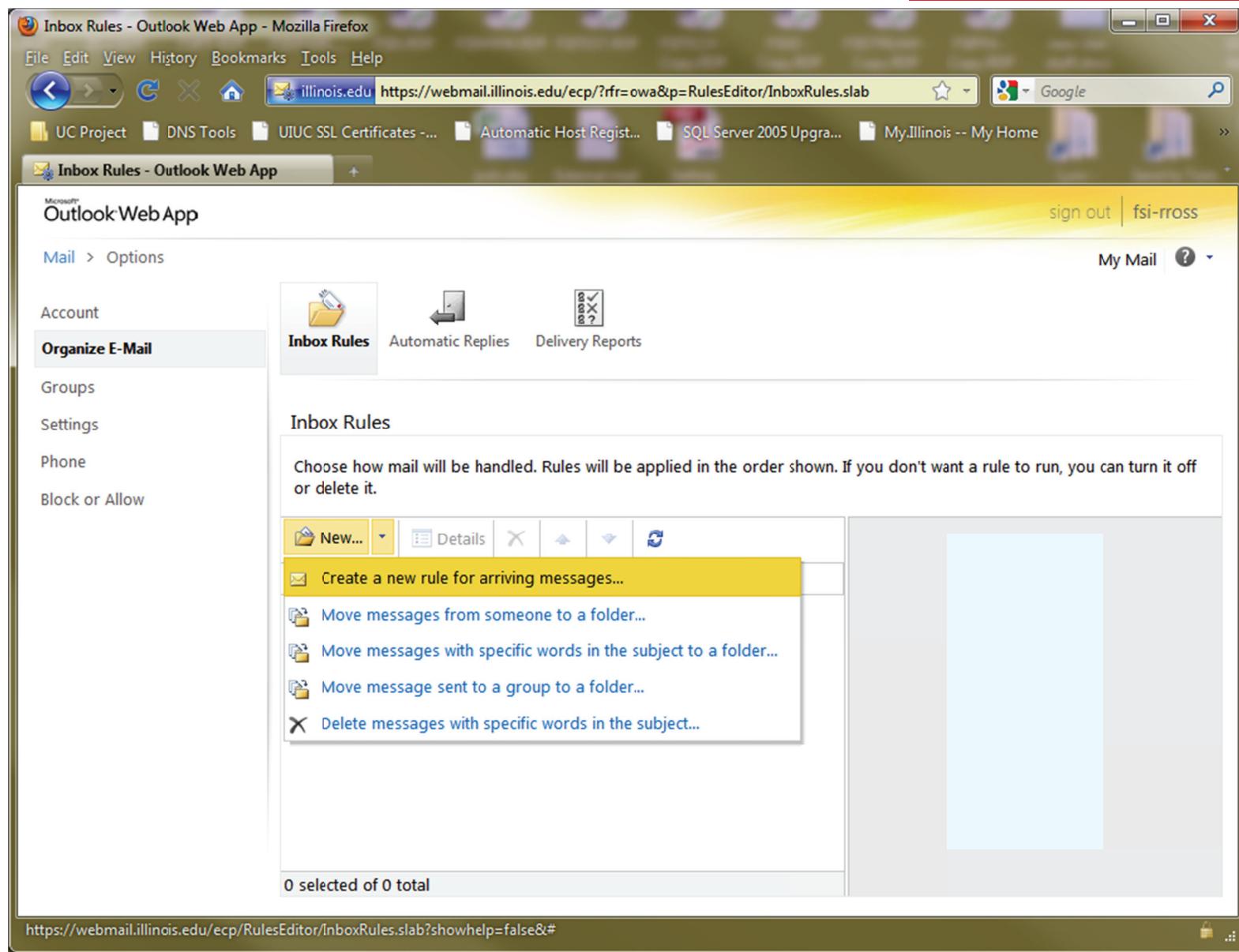
- You can also get to webmail directly via this address- <http://webmail.illinois.edu>

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”.

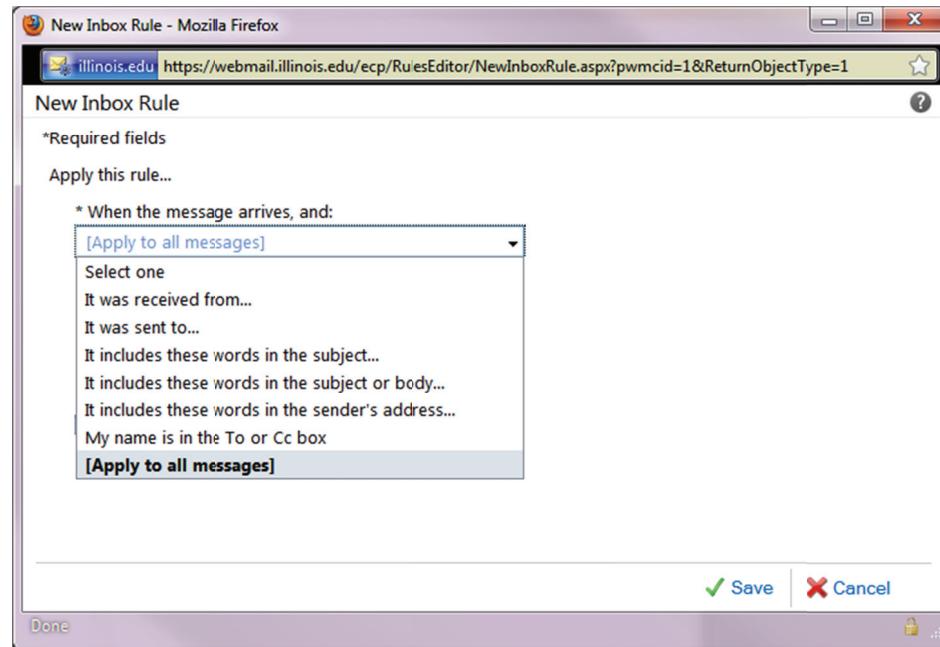
The screenshot shows the Microsoft Outlook Web App (OWA) interface. The left sidebar shows a navigation tree with 'Mail' selected, followed by 'Inbox (296)', 'Drafts [1]', 'Sent Items', 'Deleted Items (68)', 'Junk E-Mail', 'Notes', and 'Search Folders'. The main pane displays the 'Inbox' with 333 items. A search bar at the top says 'Search Entire Mailbox'. Below it, a list of emails is shown under 'Two Weeks Ago', 'Three Weeks Ago', and 'Last Month'. An email from Tim Lash is selected, showing the subject 'FW: Unified Communications - Migration Wednesday 12/7/2011' and the date '12/6/2011'. To the right of the inbox, a context menu is open under the 'Options' button, with 'Create an Inbox Rule...' highlighted. The menu also includes 'Find Someone', 'Set Automatic Replies...', 'See All Options...', and a 'Select a Theme' section with several color options. The email body contains text about a migration to a new UC system on Wednesday night (12/7/2011), noting that email might not be available during the migration period. It also mentions what to expect on Thursday morning, including a note about automatic redirection if working out in the field.

fsi-ross - Outlook Web App - Mozilla Firefox
File Edit View History Bookmarks Tools Help
illinois.edu https://webmail.illinois.edu/owa/
UC Project DNS Tools UIUC SSL Certificates Automatic Host Registr... SQL Server 2005 Upgra... My.Illinois -- My Home SOEEA Time Reporting... Istores >
fsi-ross - Outlook Web App sign out fsi-ross
Microsoft Outlook Web App
Mail > Inbox 333 Items
New ▾ Delete ▾ Move ▾ Filter ▾ View ▾
Search Entire Mailbox
Arrange by Date Newest on Top
Two Weeks Ago
Tim Lash FW: Unified Communications - Migration Wednesday 12/7/2011 12/6/2011
Brian Brauer Reminder about leaving materials at IFSI 12/5/2011
Greg Fisher Fire Chief Bob Vonderheide 12/5/2011
Three Weeks Ago
David S. Ehrenhart IFSI Library New Titles, November 2011 12/2/2011
David S. Ehrenhart Illinois Fire and Emergency Digital Resources Bulletin: December 2011 12/2/2011
Roger D Lunt SOG - TRA & FSVO Kits 11/28/2011
Tim Lash FW: Generator test and power outage 11/28/2011
Last Month
Beth Niswonger Homewood Suites 11/17/2011
Find Someone Options ?
FW: Unified Communications - Migration Wednesday 12/7/2011
Tim Lash [tim.lash@illinois.edu] 11:35 PM
To: FS...
- This message was sent to you.
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
Done

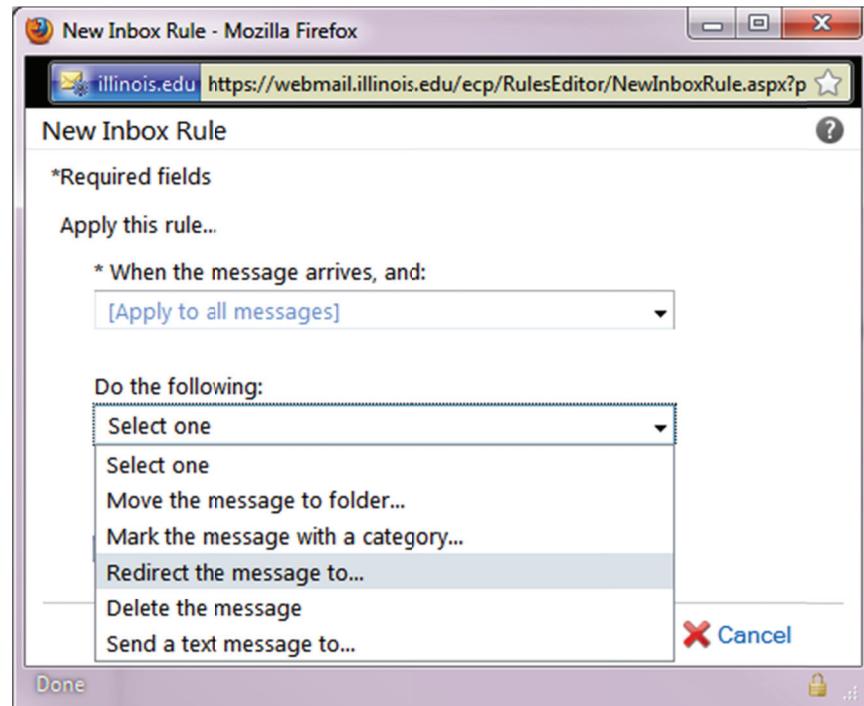
3. Then click the arrow icon next to the “New” button below the Inbox Rules window and select “[Create a new rule for arriving messages](#)”



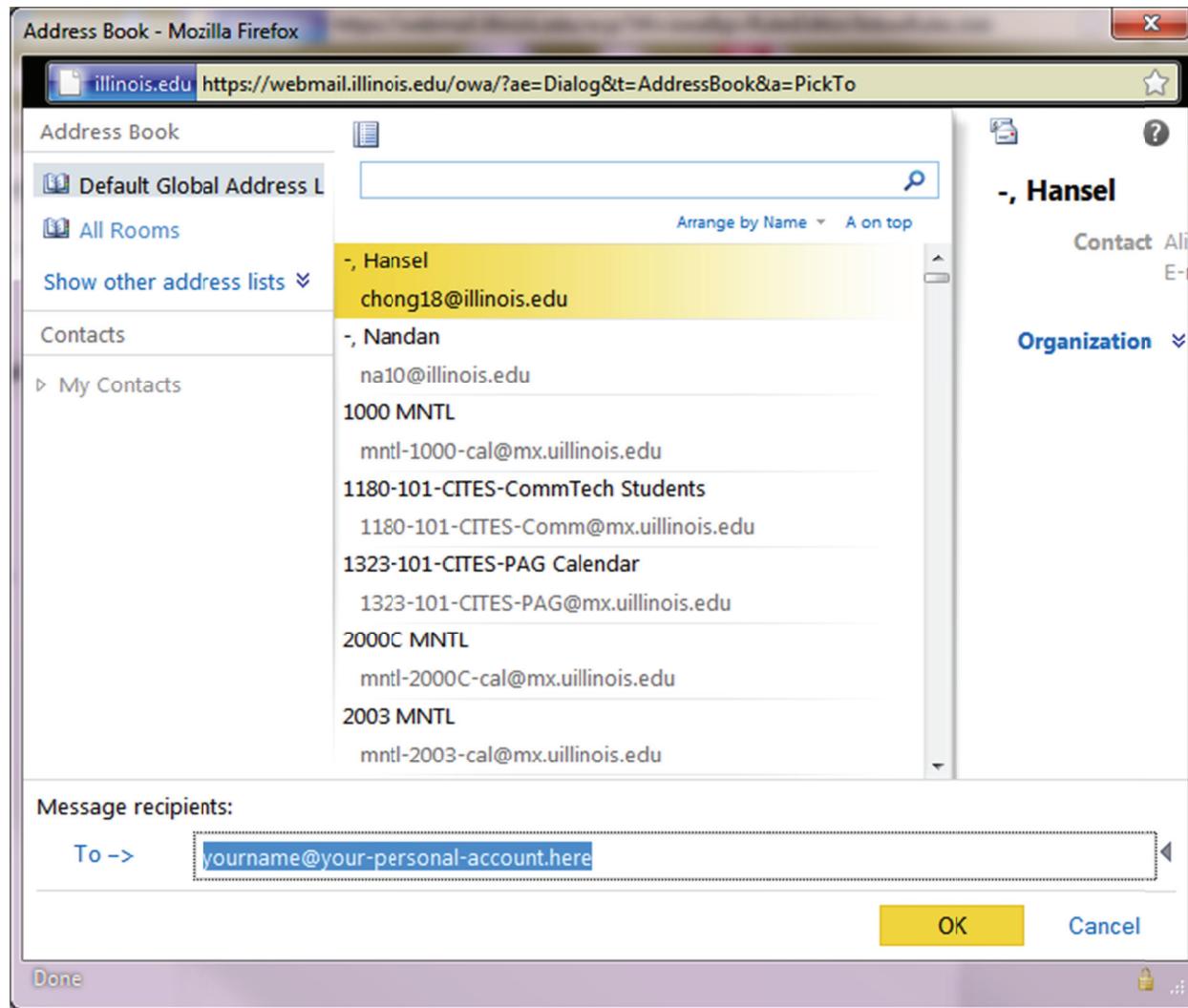
4. In the next window, pull the drop down arrow under the first section and select “[Apply to all messages]”



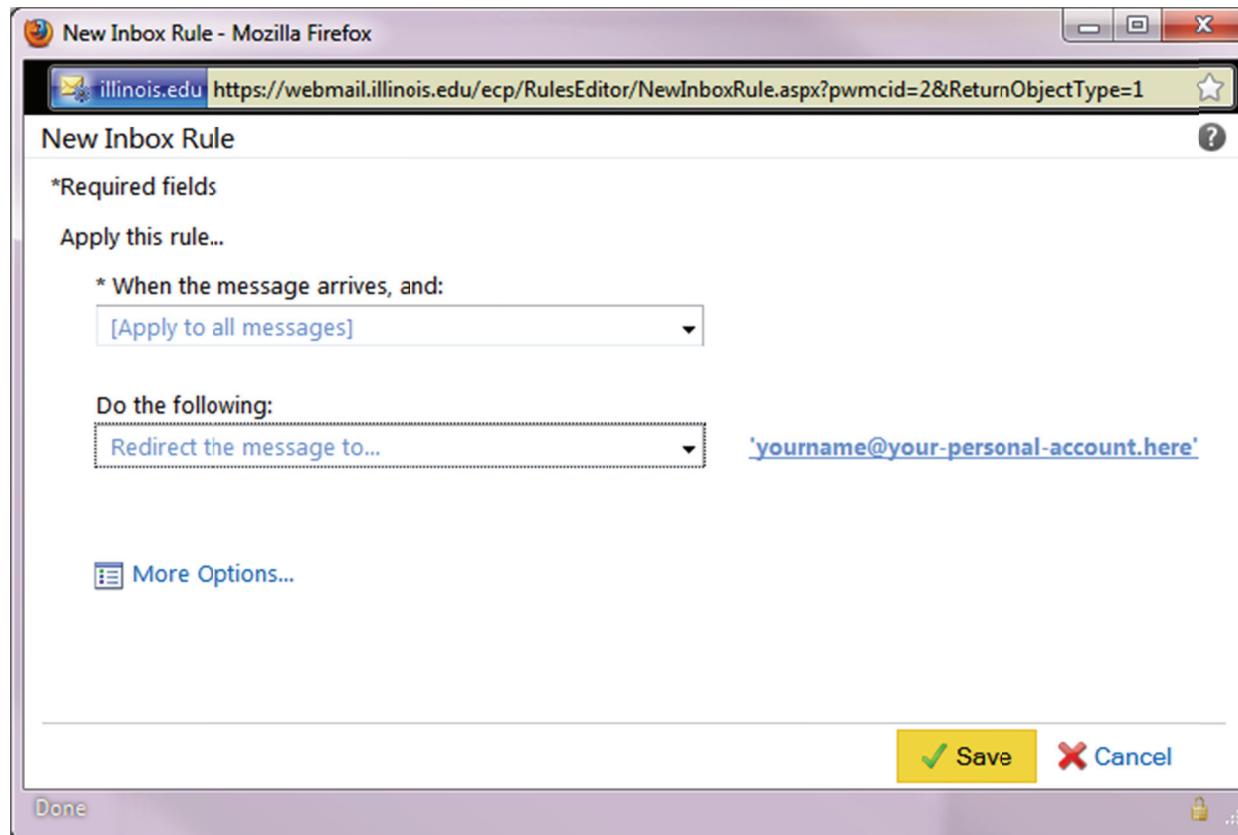
5. Pull the arrow down on the bottom drop down window where it says “Do the following” and select “Redirect the message to...”



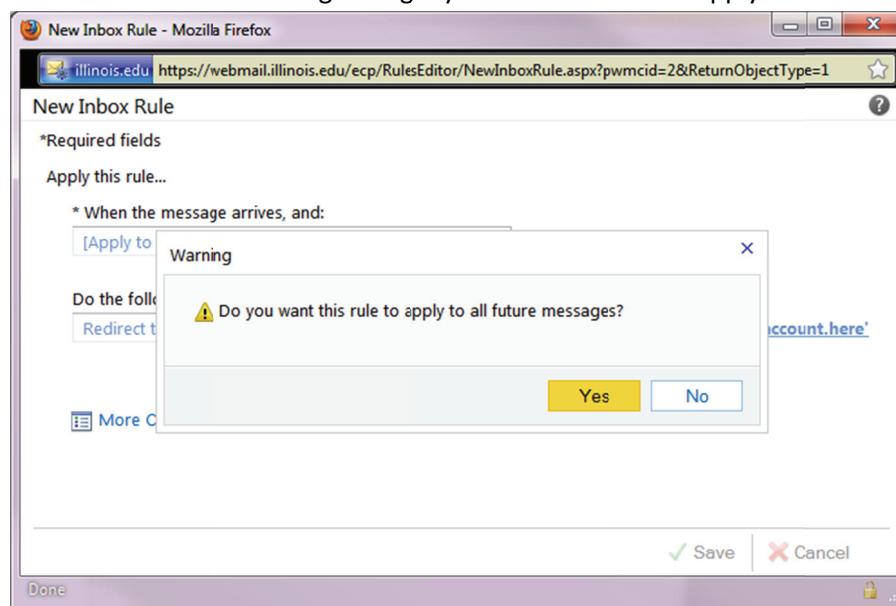
6. Next the address book will open up. Type in your personal email address where you would like to forward your email to on the “To ->” line at the bottom of the window. Click “Ok” when you are finished.



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.

[Apply to all messages]

On **Rule**

[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

1 selected of 1 total

