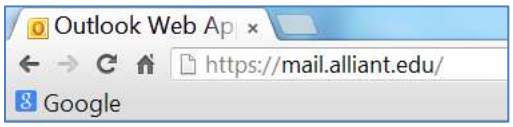
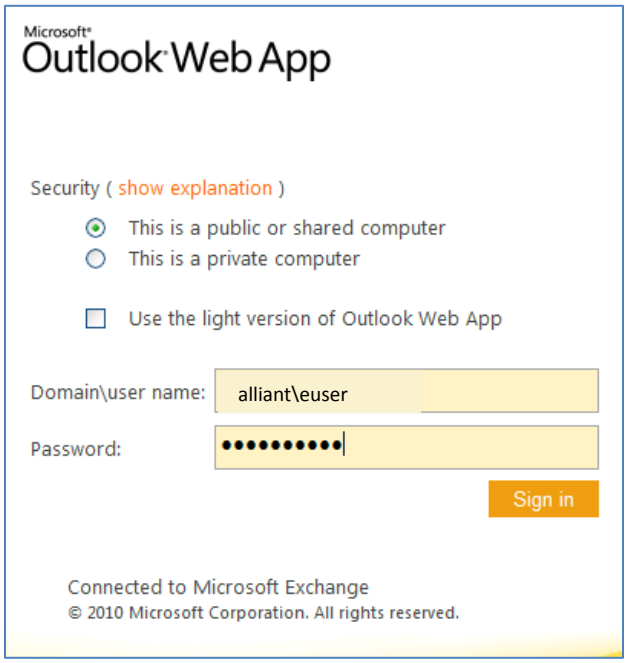
How to forward your Alliant email to another email account

1. Open your web browser. Then open the Outlook Web App: https://mail.alliant.edu/

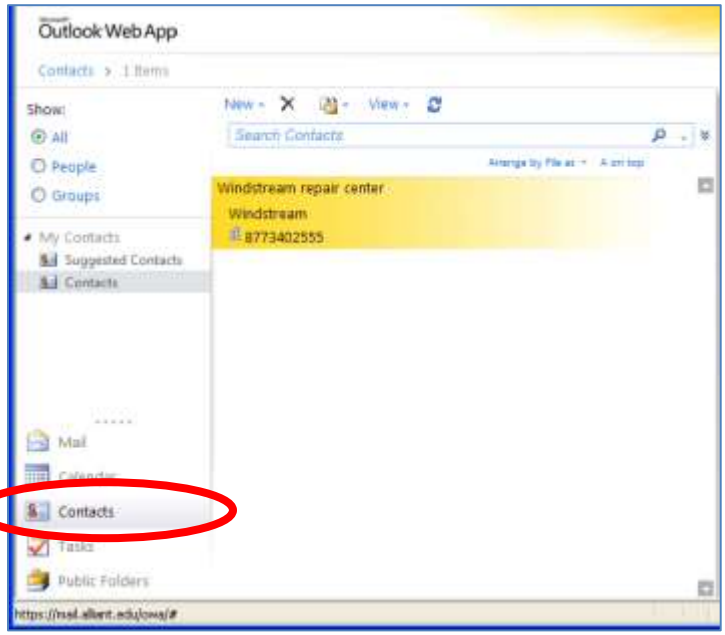


2. Log in to the Outlook Web App (OWA).

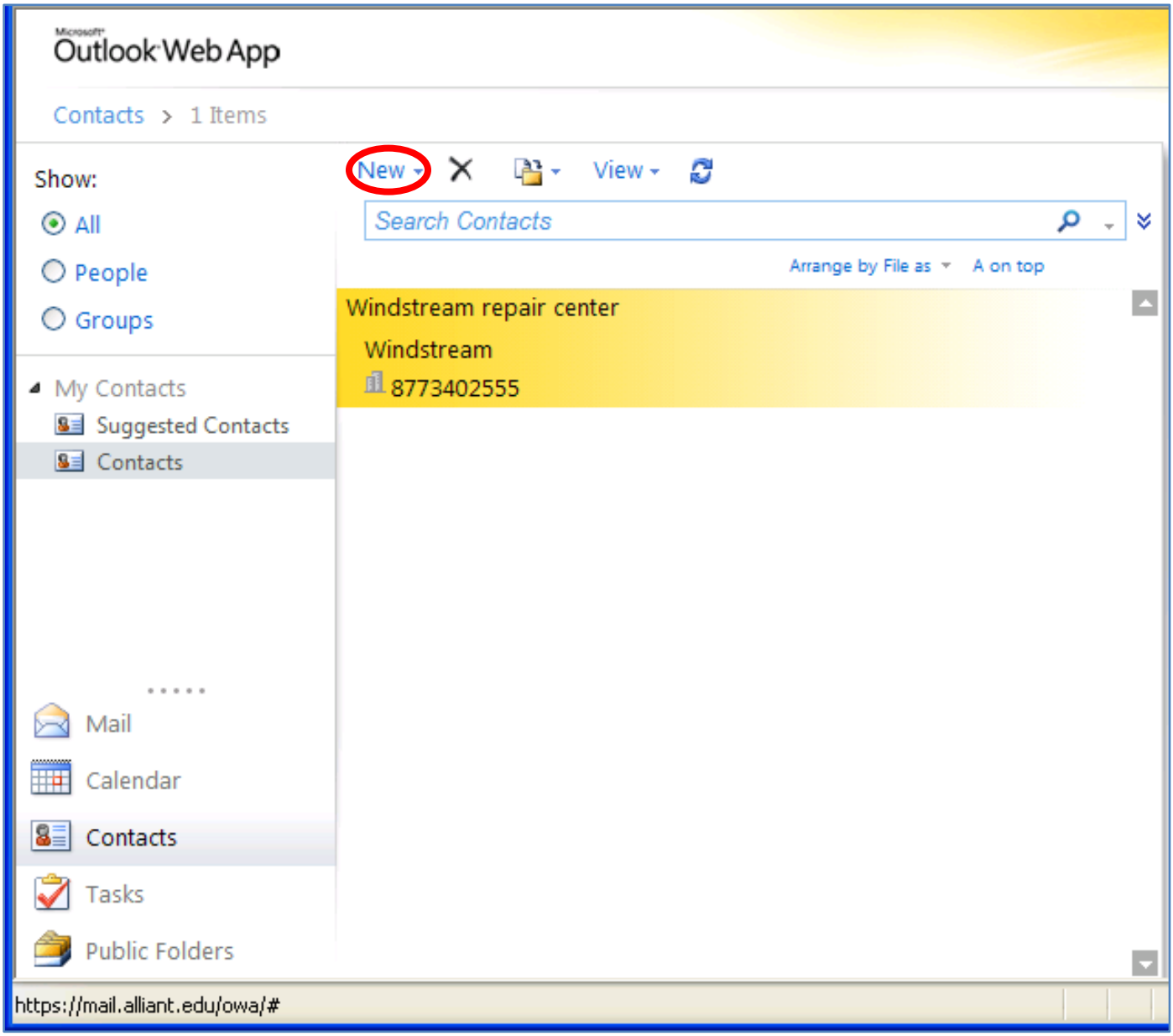
To log in to the OWA, you will first complete the Domain\user name field- enter "Alliant\" followed by your user name. Then, complete the Password field and select the Sign in button.



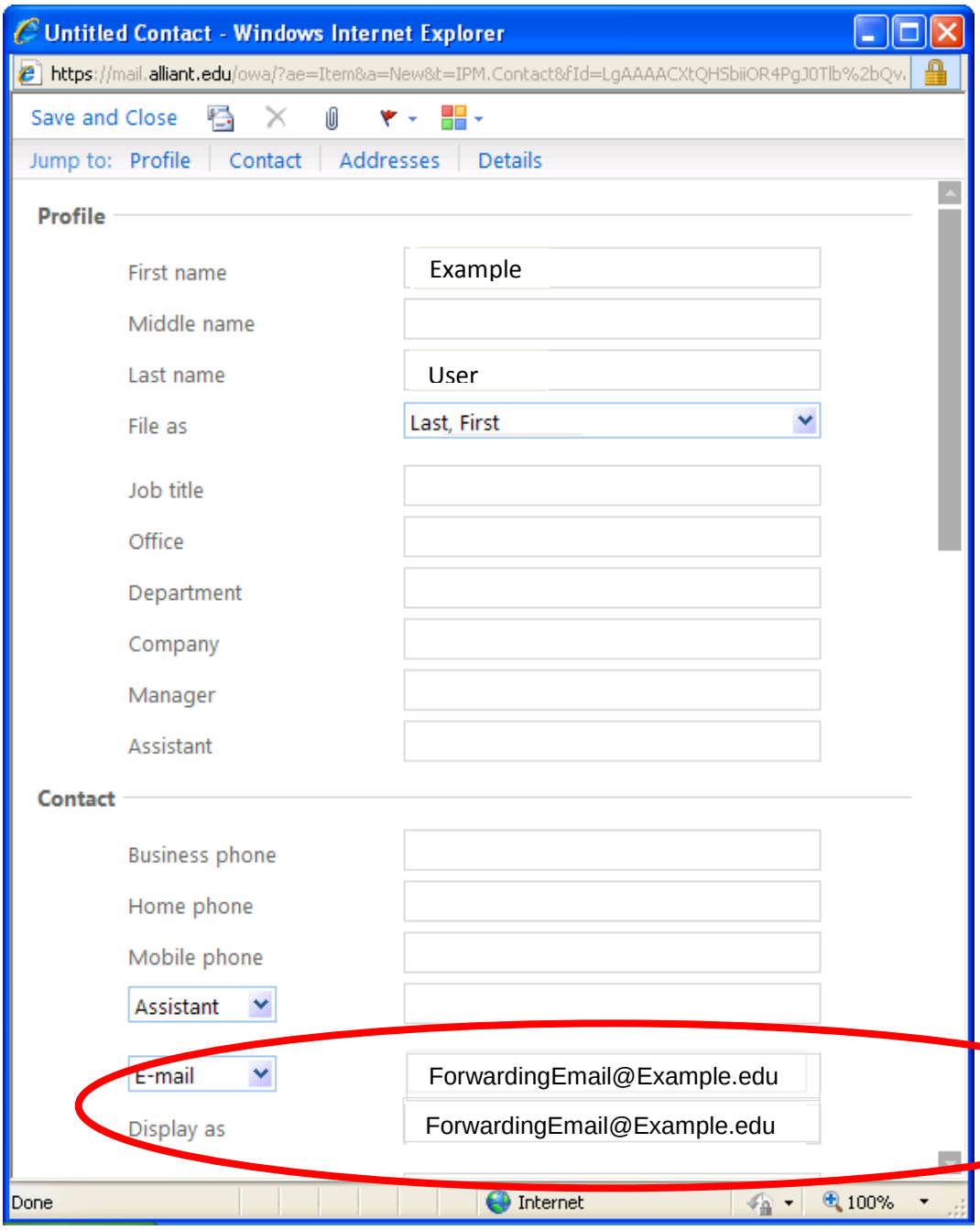
3. Select the "Contacts" option from the menu on the left side of the screen.



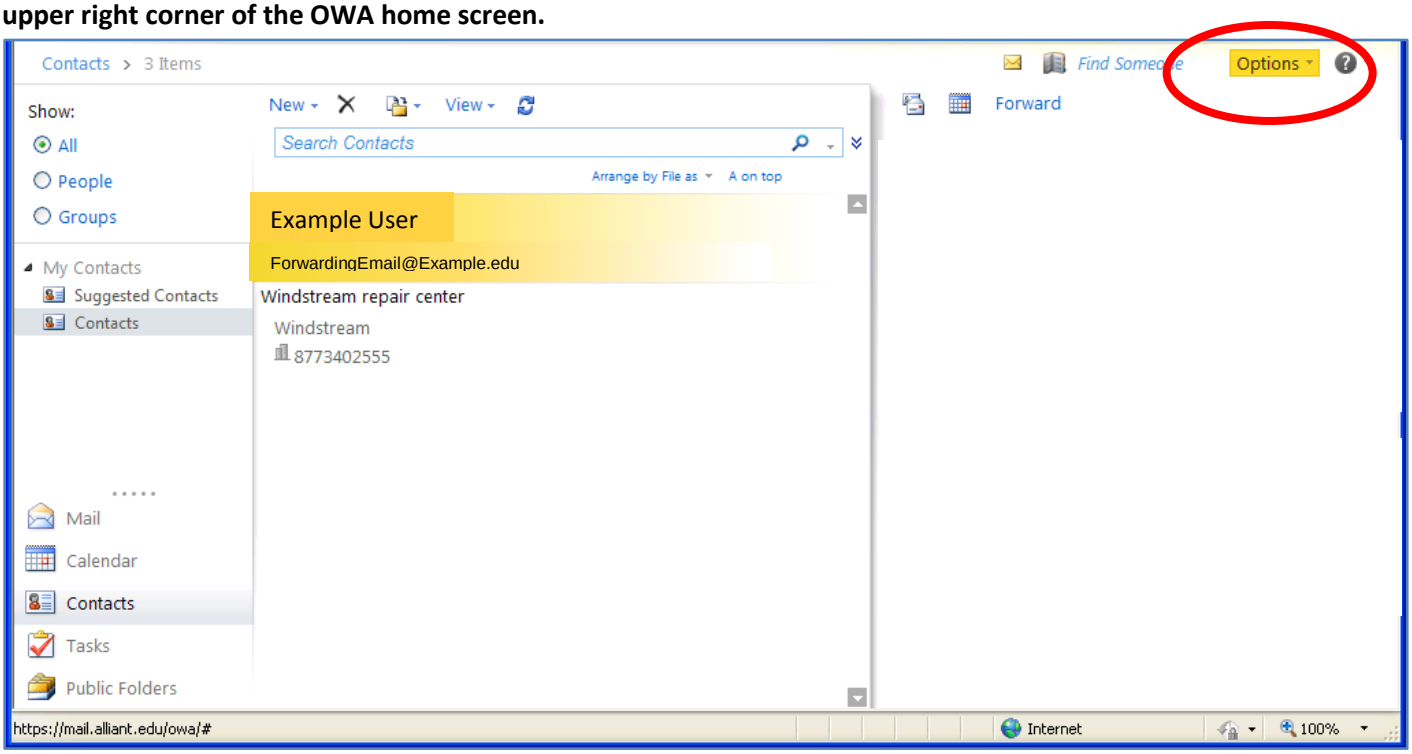
4. Select "New."


Outlook Web App
Contacts > 1 Items
Show:
All
People
Groups
My Contacts
Suggested Contacts
Contacts
Mail
Calendar
Contacts
Tasks
Public Folders
New
View
Search Contacts
Arrange by File as
A on top
Windstream repair center
Windstream
8773402555
https://mail.alliant.edu/owa/#

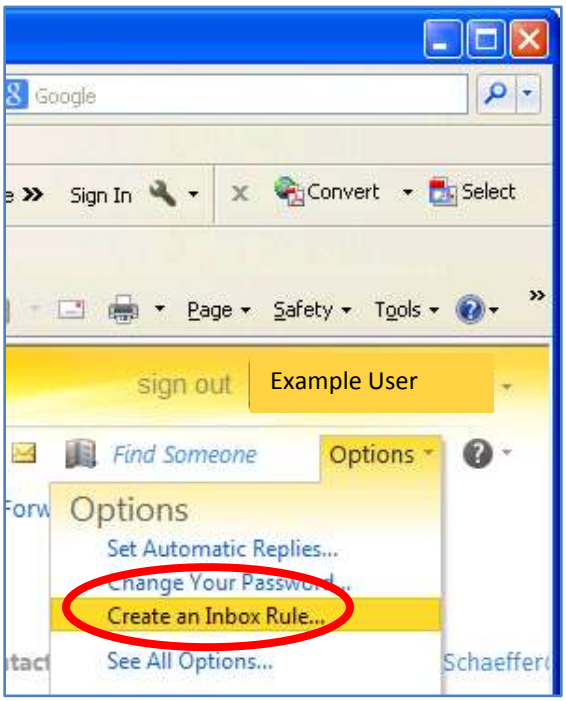
5. Create a contact for yourself with the email address to which you wish to forward your Alliant email. Enter the email address to which you want to forward your Alliant email. Select "Save and Close."



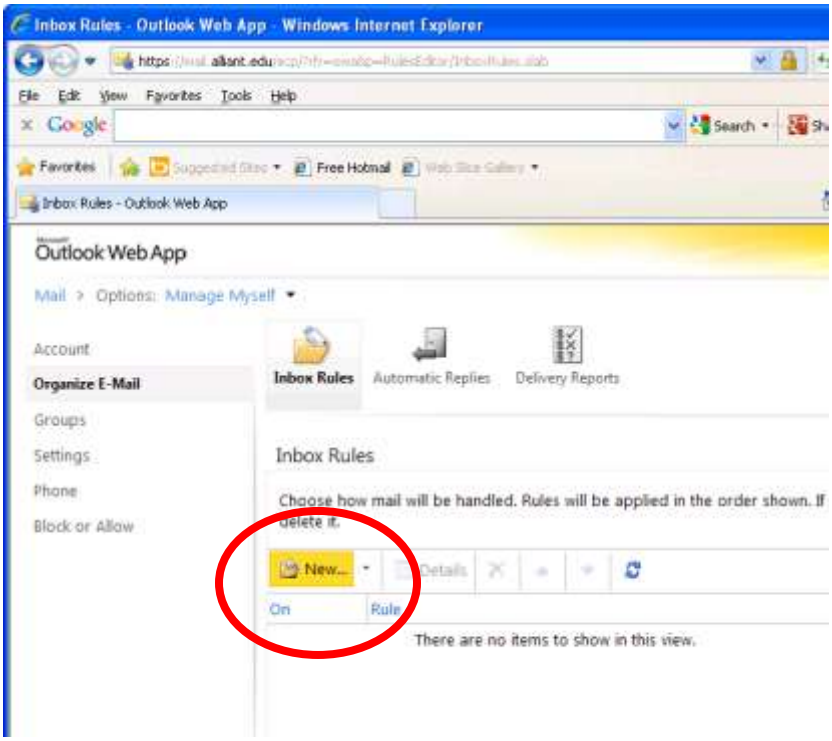
6. Now that you have created a contact that contains your forwarding email address, select "Options" from the upper right corner of the OWA home screen.



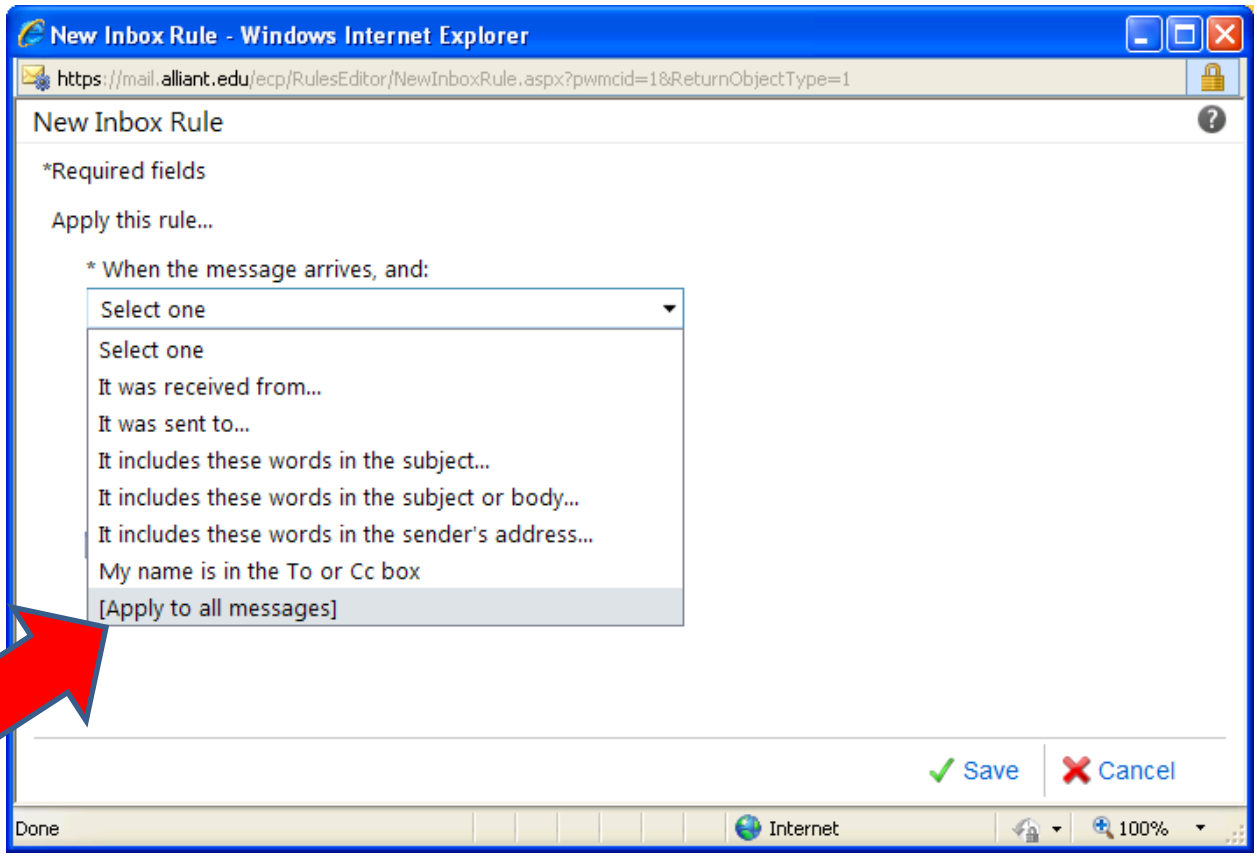
7. Choose "Create an Inbox rule."



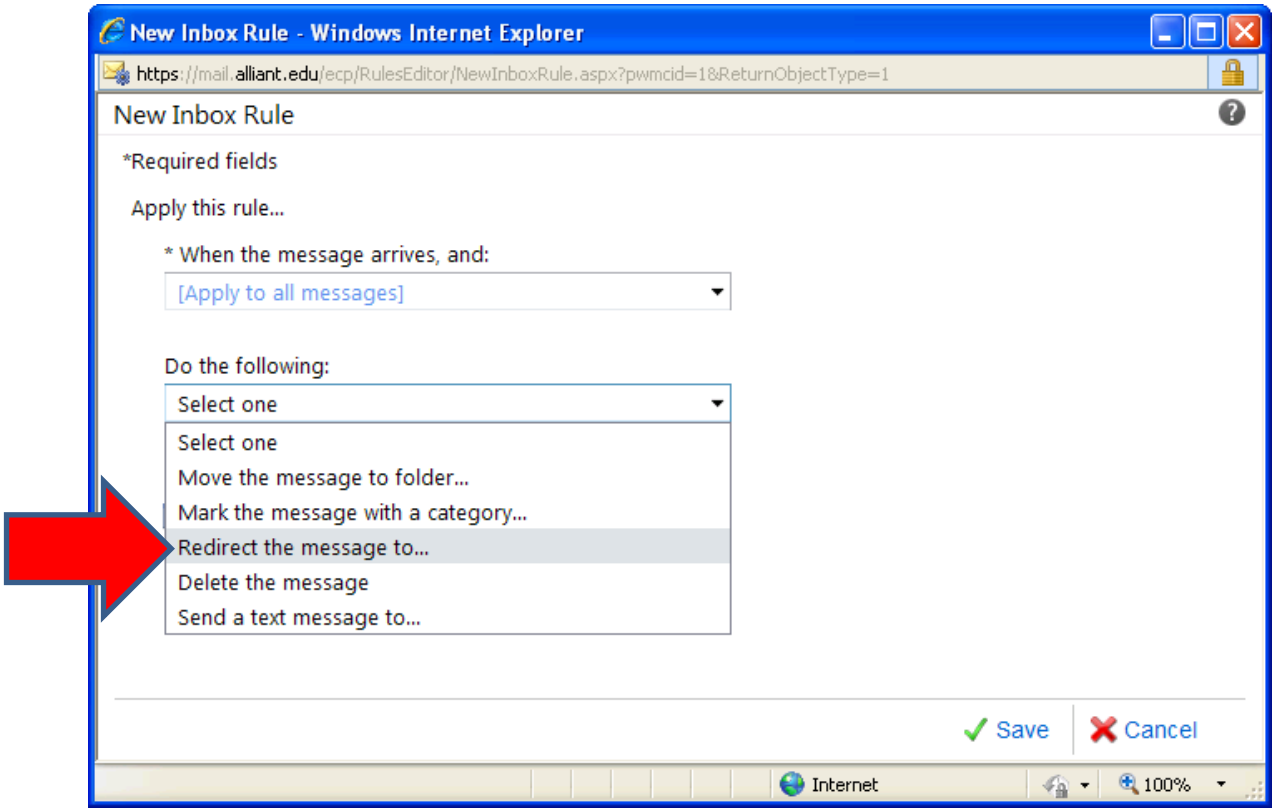
8. Choose "New" under the Inbox Rules tab.



9. Now you will set up the rule that will cause mail sent to your Alliant email address to be forwarded to the email address you have chosen. To begin, from the first drop-down menu, highlight the "[Apply to all messages]" option.

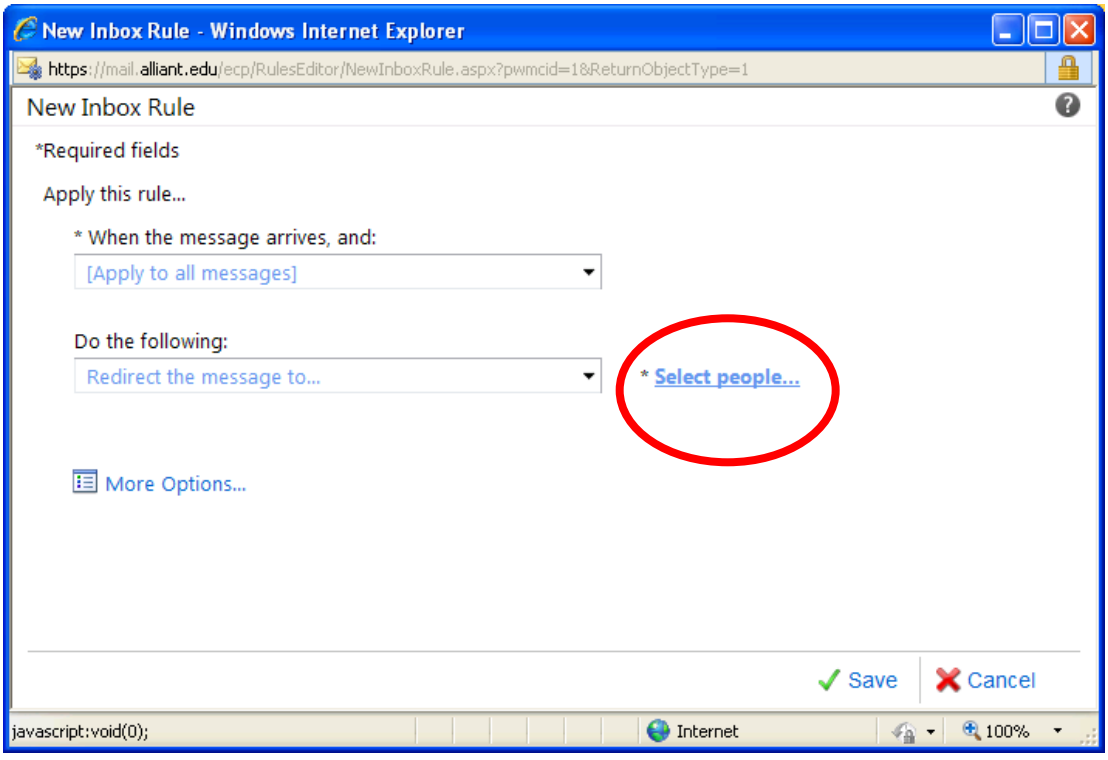


10. Then, highlight the "Redirect the message to…" option from the second drop-down menu.

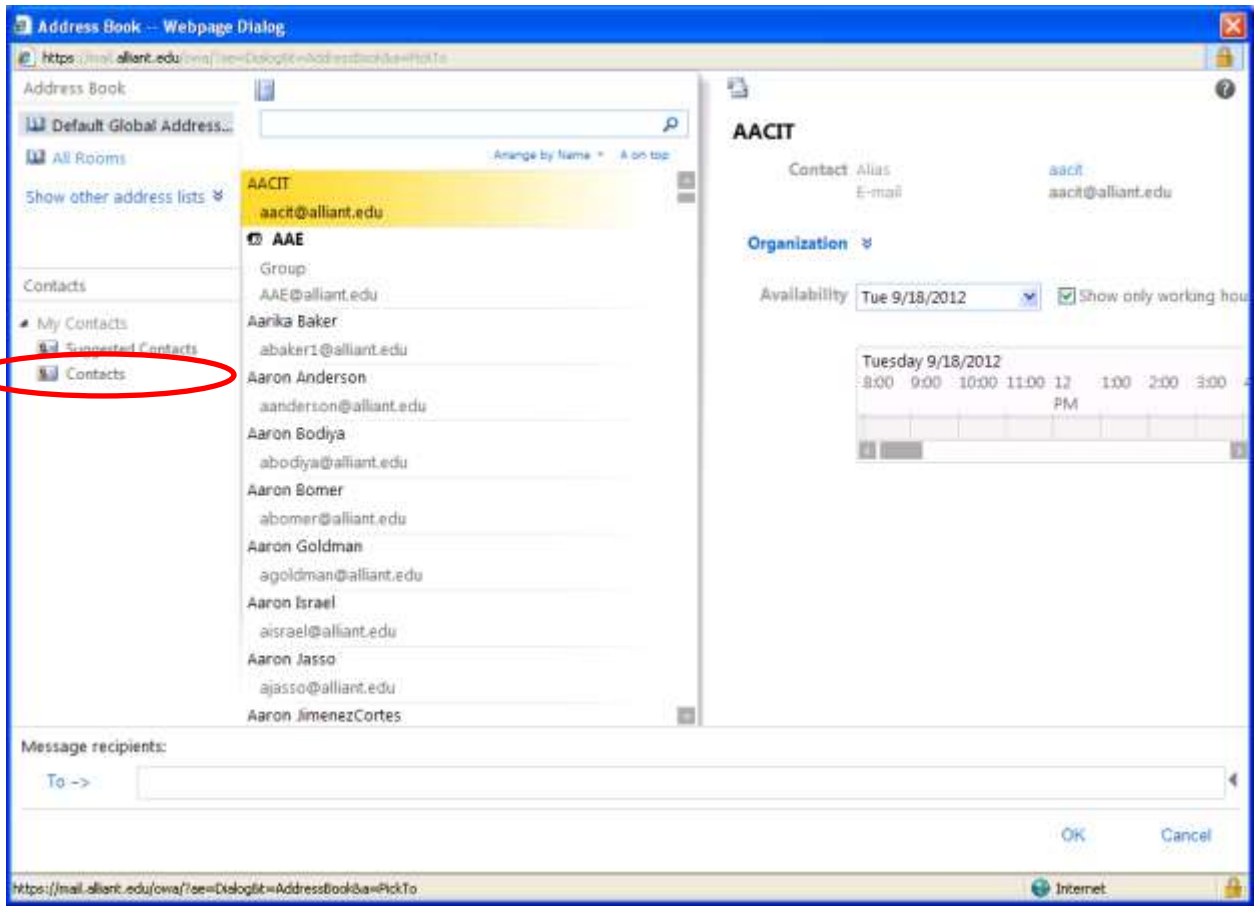


Messages are still going to land in your Alliant inbox. A copy will be forwarded to the address of your choosing, but the message will still be in your Alliant account. You'll need to log in to your Alliant email from time to time to free up space in both your inbox and your deleted items folder, or you will run out of space to receive messages. See instructions at the end of this tutorial.

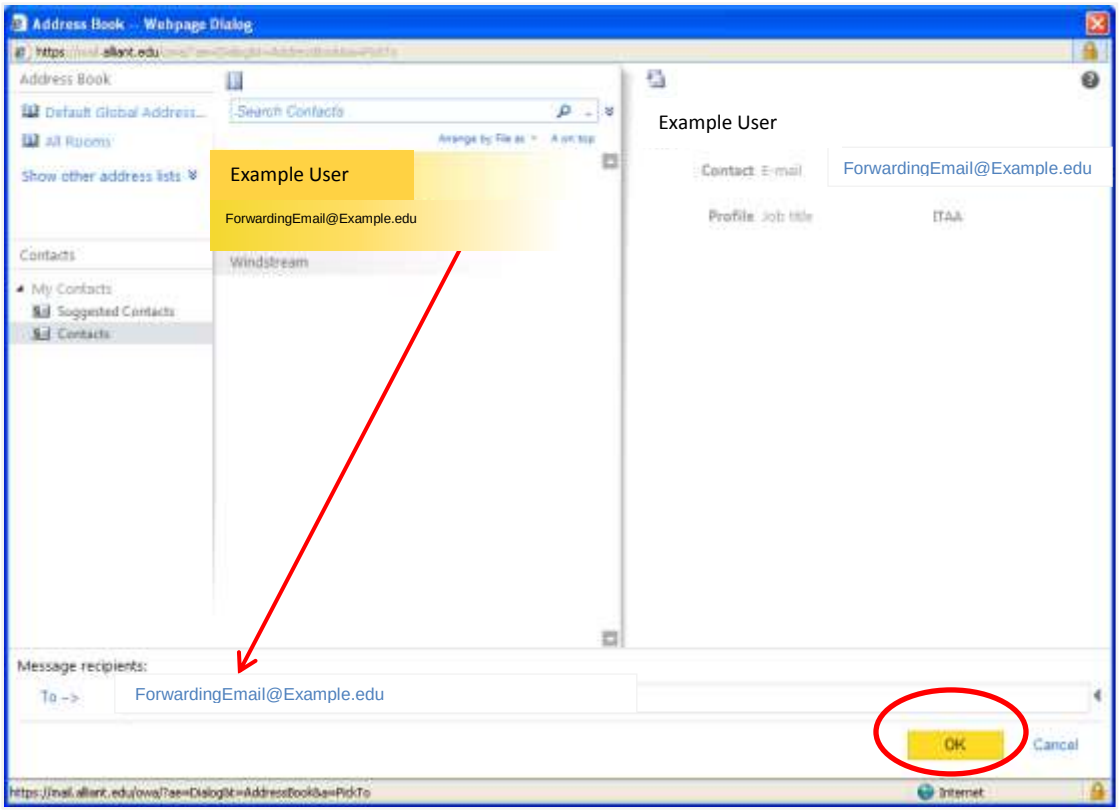
11. After you choose the "Redirect the message to…" option, choose the "select people…" option.



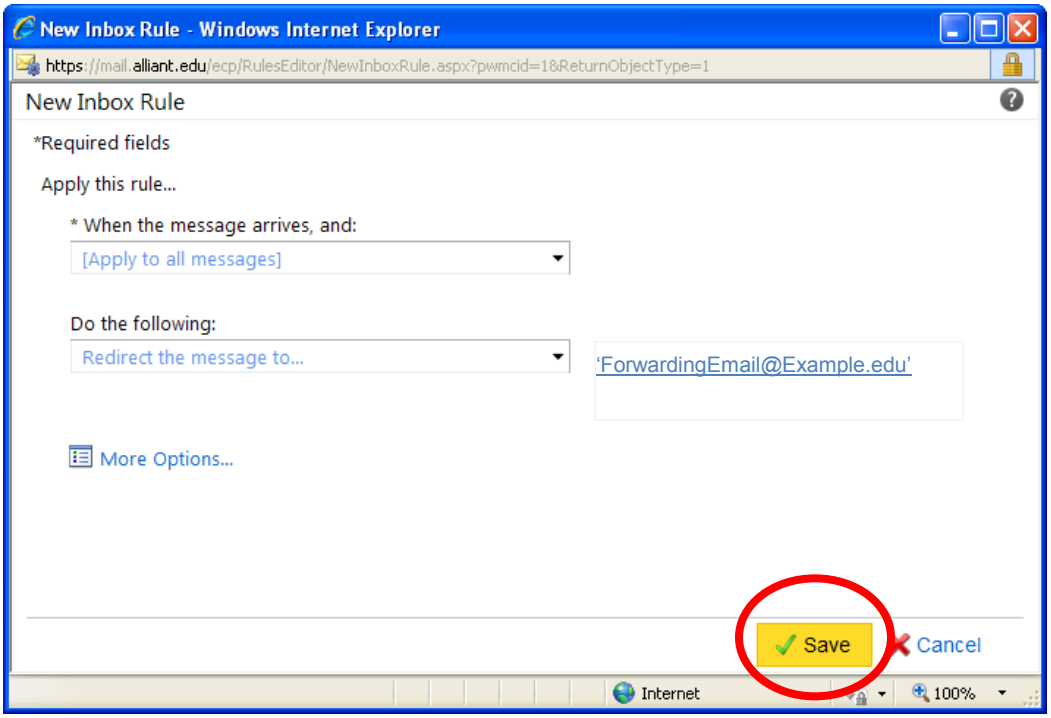
12. When you choose the "Select people…" link, OWA will open your address book. Choose the "Contacts" option from the menu on the left.



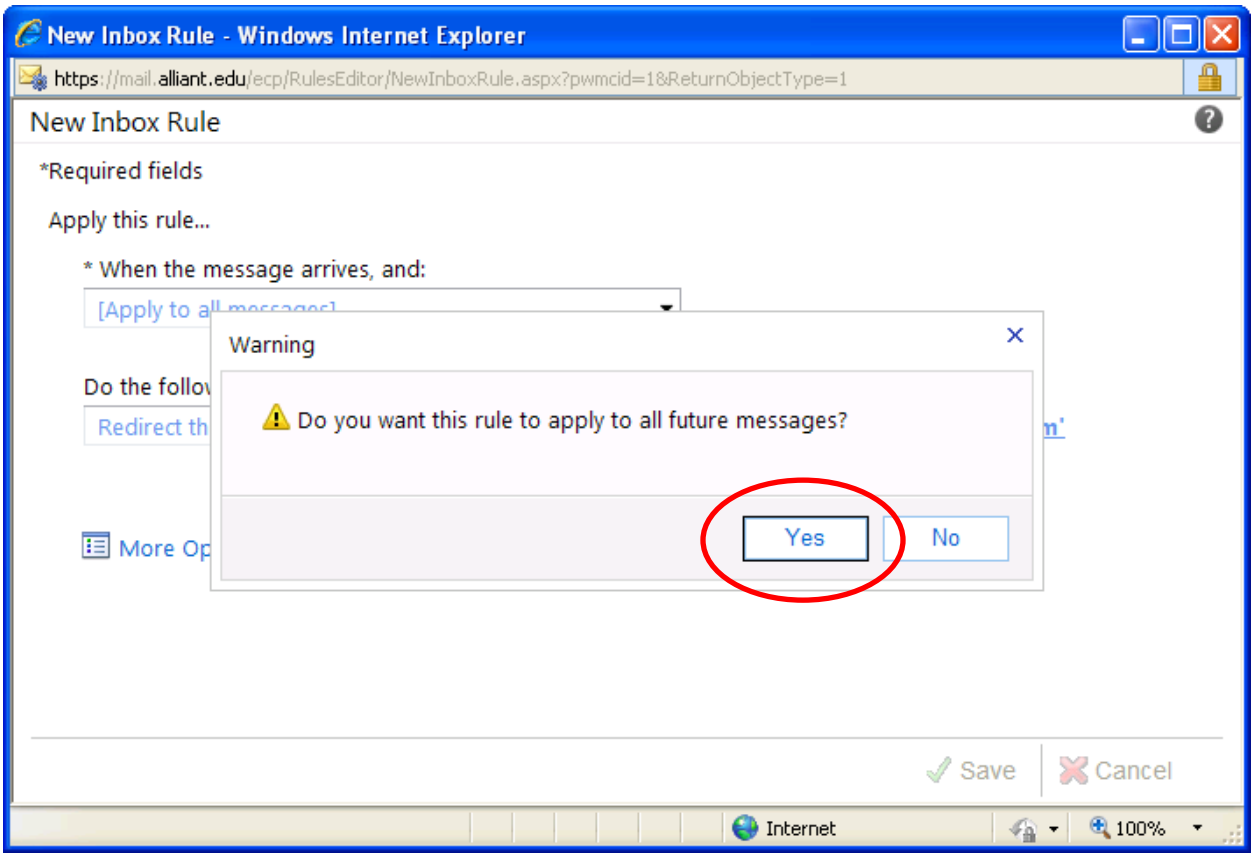
13. Located the contact entry you created for yourself in step 5 of this tutorial. Double-click it. Your email address will appear in the "To ->" field under "Message recipients" at the bottom of the window. Select "Ok."



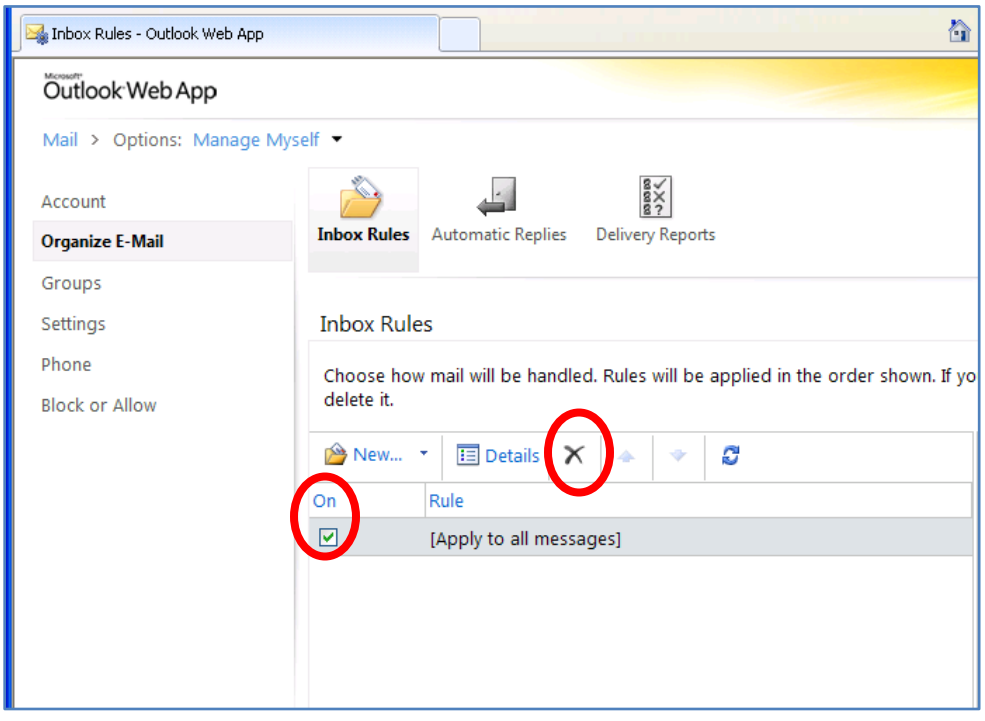
14. You'll see a summary of your new rule on the next screen. Press "Save" so that your new rule will take effect.



15. Choose "Yes."



16. If you ever wish to turn off or change this rule, return to Mail Options (refer to step 7 of this tutorial if you forget how to get there). Select "Inbox Rules," and you will see the rule(s) you created. You can delete it by selecting the X, or turn it off by unchecking the box.



Instructions for deleting emails from your deleted items folder

Introduction: This is a simple but vital step for successful email forwarding. If you do not empty your deleted items folder, your account will fill with new messages until eventually there is no more room, and then you will not be able to receive any more emails at all.

1. **Log in to OWA.**

2. **Go through your inbox and delete any messages that you no longer need. If you have set up email forwarding, you already have a copy of each message in your other account. This will send emails from your inbox to the deleted items folder, where they are still taking up space.**

3. **On the left you will see a list of your folders. Right click on the "Deleted Items" folder, and choose "Empty Deleted Items." A message will appear asking: "Are you sure that you want to delete all the items and subfolders in the Deleted Items folder?" Choose "Yes."**