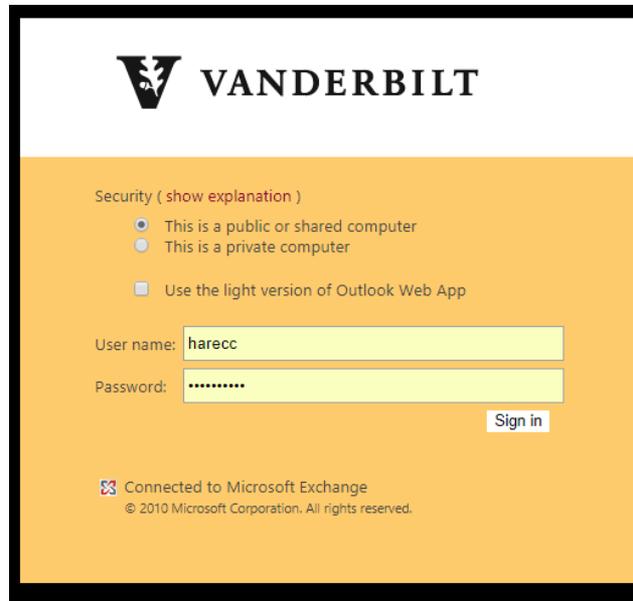


Creating a Mailbox Rule

- How to forward your @Vanderbilt.edu email to @VUMC.org mailbox
- For Faculty that are dual identity they can forward email from their @Vanderbilt.edu to their @VUMC.org mailbox

Step 1: Login to your Vanderbilt.edu mailbox using your new @VANDERBILT.EDU VUnetID via outlook web access (OWA).

https://email.Vanderbilt.edu



 **VANDERBILT**

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

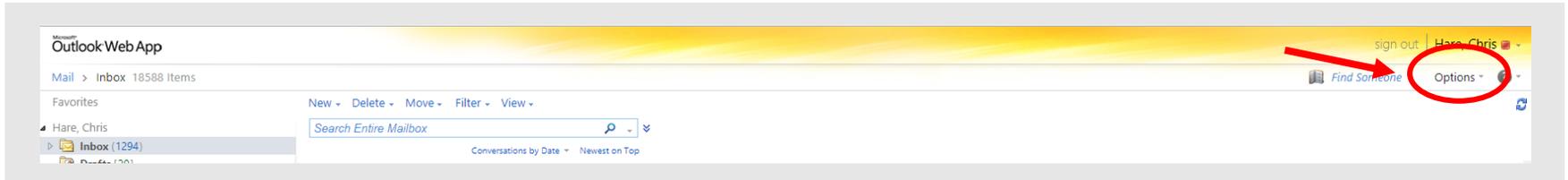
User name:

Password:

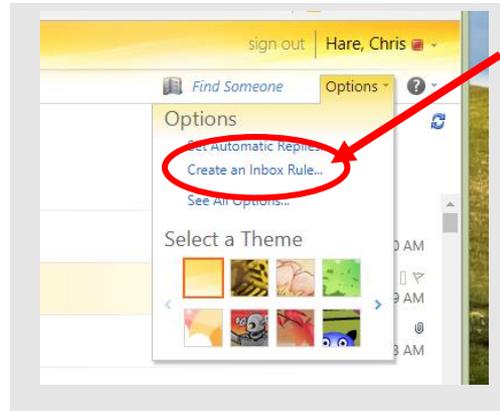
 Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

Information Technology

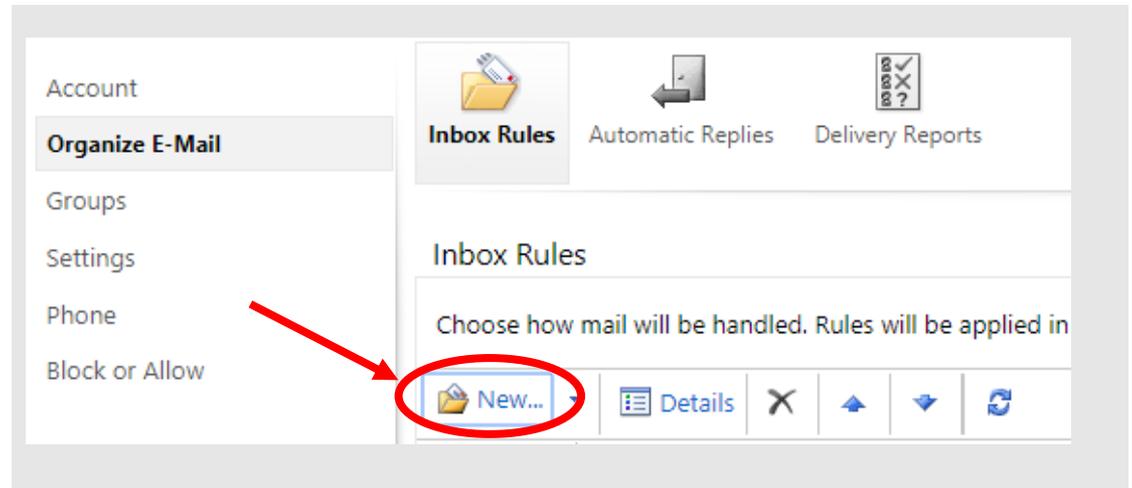
Step 2: Select “Options” in the top right Corner



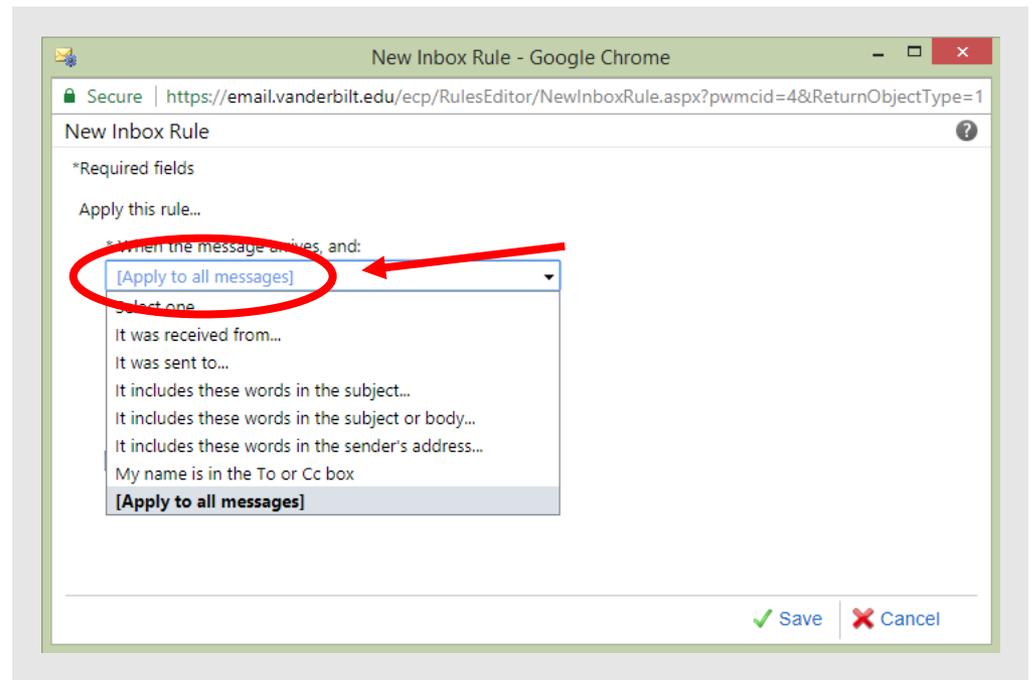
Step 3: Select “Create an Inbox Rule”



Step 4: Click on “New”

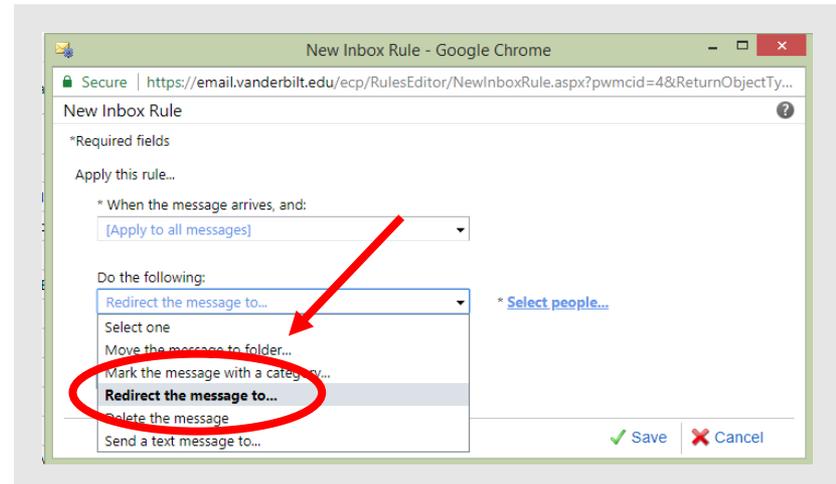


Step 5: In the **When the message arrives** dropdown box click on “[Apply to all messages]”

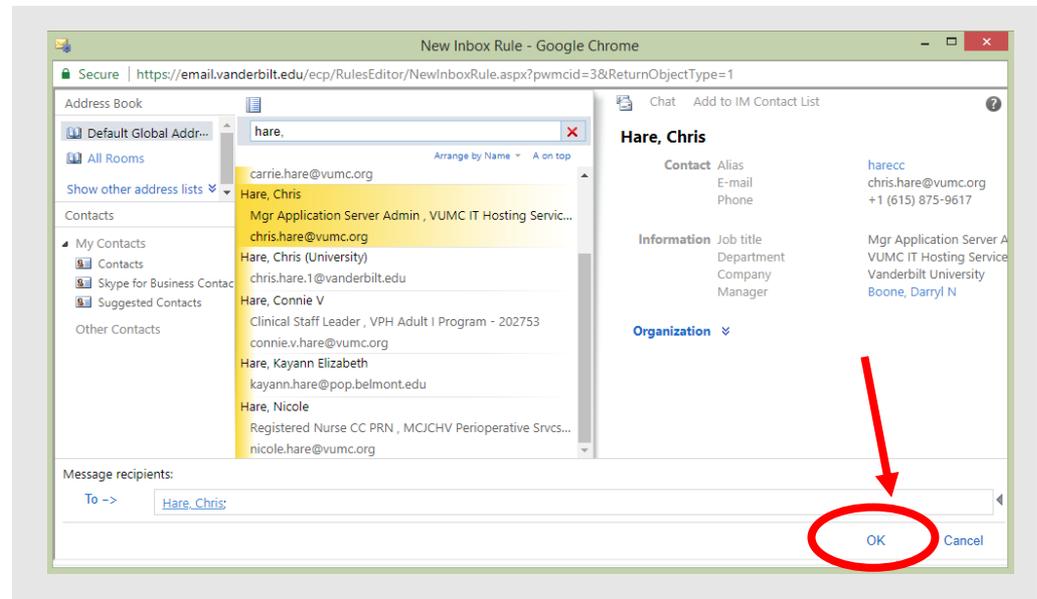


Information Technology

Step 6: In the *do the following* dropdown box click on “**Redirect the Message to...**”



Step 7: Select your @VUMC.org account and click on “**OK**”



Information Technology

Step 8: Verify that your new rule has the following options set
-Apply to all messages
-Redirect the message to... **“YOUR VUMC.ORG Account”**

Step 9: Click **Save**

The screenshot shows a web browser window titled "New Inbox Rule - Google Chrome". The address bar displays a secure URL from email.vanderbilt.edu. The page content includes a "New Inbox Rule" header, a "Required fields" section, and an "Apply this rule..." section. Under "Apply this rule...", there is a dropdown menu with "[Apply to all messages]" selected. Below that, the "Do the following." section has a text input field containing "Redirect the message to..." and a value of "'Hare, Chris'". At the bottom right, there are "Save" and "Cancel" buttons. The "Save" button is circled in red, and a red arrow points to it from the right side of the image.

Information Technology

Step 10: Click on
“**Yes**” to apply to all
future messages

Step 11: Logout of
OWA

