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

Step 11: Logout of OWA