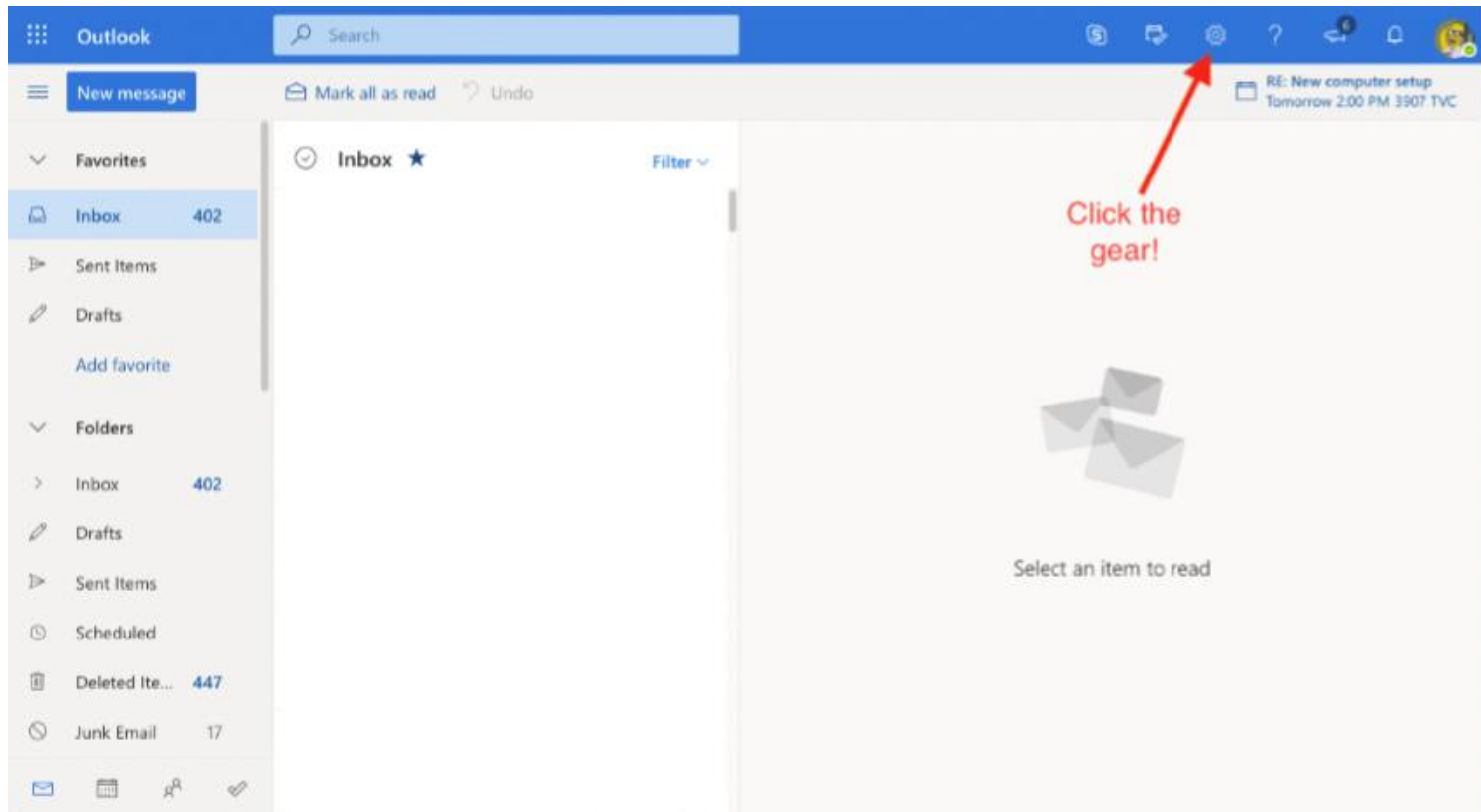# How to Correct
Email Forwarding Rules

VANDERBILT UNIVERSITY
MEDICAL CENTER

Information Technology
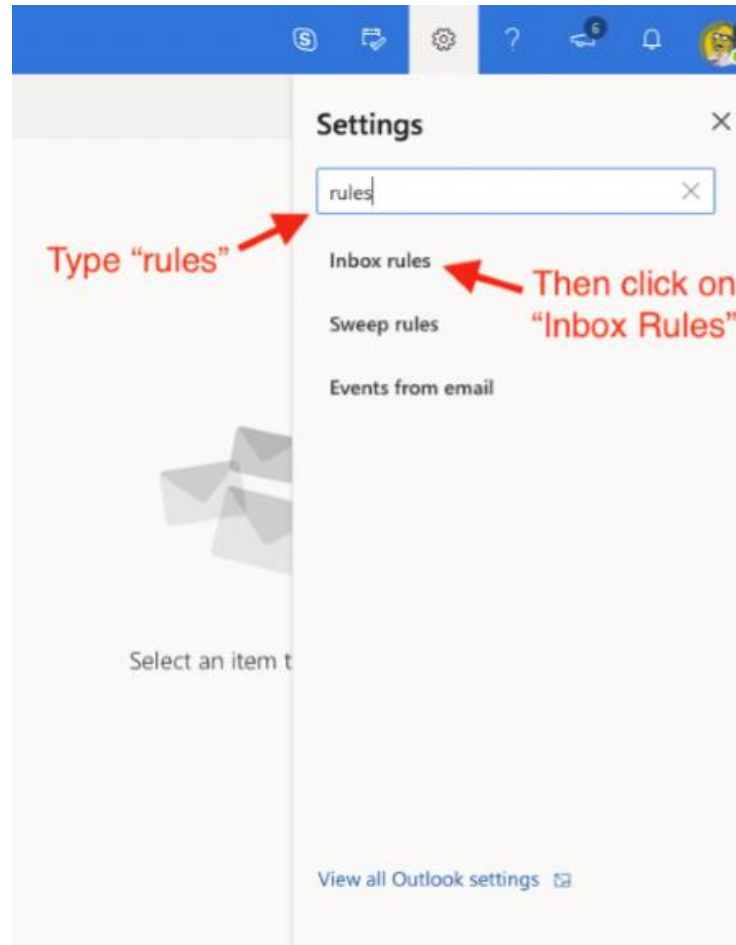
Step 1

Login to the _Vanderbilt University_ Outlook Web Access Portal (OWA) and click on the gear icon to get to '_settings._'
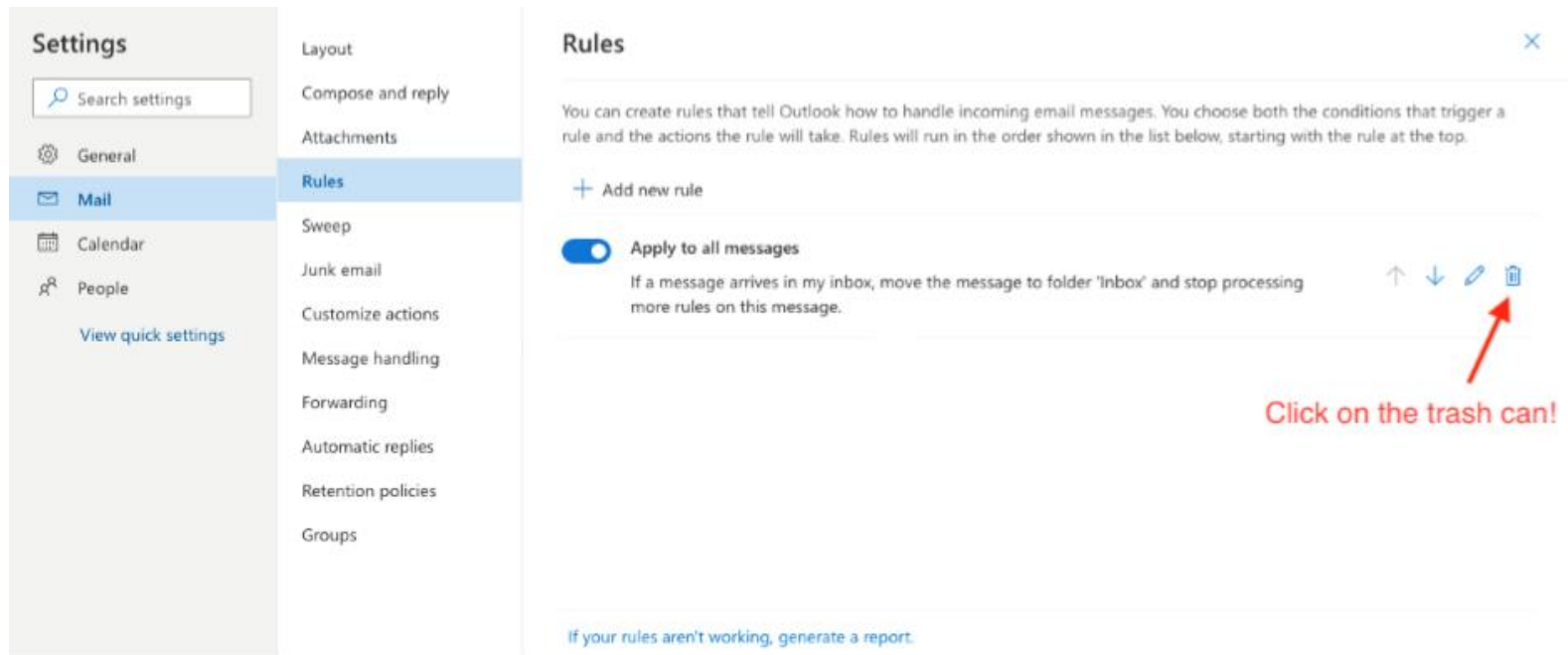
Step 2

In the dropdown menu, type "*rules*" in the search box and click on "*Inbox Rules.*"

Step 3

If there are any existing rules, they will be displayed in the *Rules* window. Click on the *trash can* icon next to the rule to delete it.

There may be more than one rule in place. If this is the case, delete the rules that have the option "*applied to all messages*" selected.

Step 4

To enable forwarding:

1. Click on the *Forwarding* option in settings
2. Check "*enable forwarding*"
3. Add the user's VUMC email address in the "*Forward my email to:*" box.
4. Check the option to "Keep a copy of forwarded messages"
5. Click "*Save*"