

Setting Rules for a Generic Account or Resource

- 1.) You must be the account owner for this to work.
- 2.) Login into Outlook Web Access, <https://exchange.musc.edu>, with *your* account in Internet Explorer (aka, IE). Make sure that “Use Outlook Web Access Light” is unchecked.
- 3.) Once you have successfully logged in, modify the URL so that it has the account that you wish to modify as: <https://exchange.musc.edu/Exchange/accountid> (where *accountid* is the account you wish to set the rules for) and hit enter or click on the **Go** button. For example to modify the rules for “exchproj”, you would enter: <https://exchange.musc.edu/Exchange/exchproj>.
- 4.) You now have accessed the account and can modify the Rules or whatever is necessary.