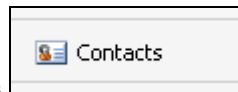
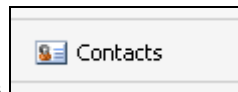


## Redirect your Exchange mail to another mailbox

Before establishing this rule, please be aware information about other recipients will NOT be preserved with this rule; that is, “reply all” will reply only to the sender. In addition, as a member of the MUSC community, *all* relevant privacy laws and policies will continue to apply to you.

1. Using Internet Explorer, go to “exchange.musc.edu”; use your NetID username and password to access.
2. Click on “Contacts”. Add your external address as a personal contact (click New -> add your e-mail address under “Contact” -> give the contact a first name -> click “Save and Close”).
3. Select Options (upper right) then Rules (middle left).
4. Pull down “New Rule” and select “Create a new rule for arriving messages”.
5. To pass along all of your MUSC mail, select “Do the following” -> “Forward or redirect...”
6. Click on “Redirect the message to people or distribution lists”.
7. The Rule Description will update to read, “Apply this rule after the message arrives redirect it to people or distribution lists”. Click on “people or distribution lists”.



8. Click on the  icon. Highlight the contact you created in Step 2 above, click “To ->” at the bottom of the Address Book window, then “OK”.
9. To clean up your MUSC mailbox, select “Do the following” -> “Move, copy, or delete...”.
10. Click on “Delete the message”.
11. When you return to the New Rule window, click “Save”. You will be warned “This rule will be applied to every message that you receive. Is this correct?” Click “OK”.

**NOTE:** The Exchange system holds deleted items for 28 days; therefore, if you believe this rule does not work correctly, you can check your Deleted Items (for items 14 days or younger) then your Dumpster (for items between 15 and 28 days). See [www.musc.edu/exchange](http://www.musc.edu/exchange) -> “Retrieve Deleted Mail” for more information.