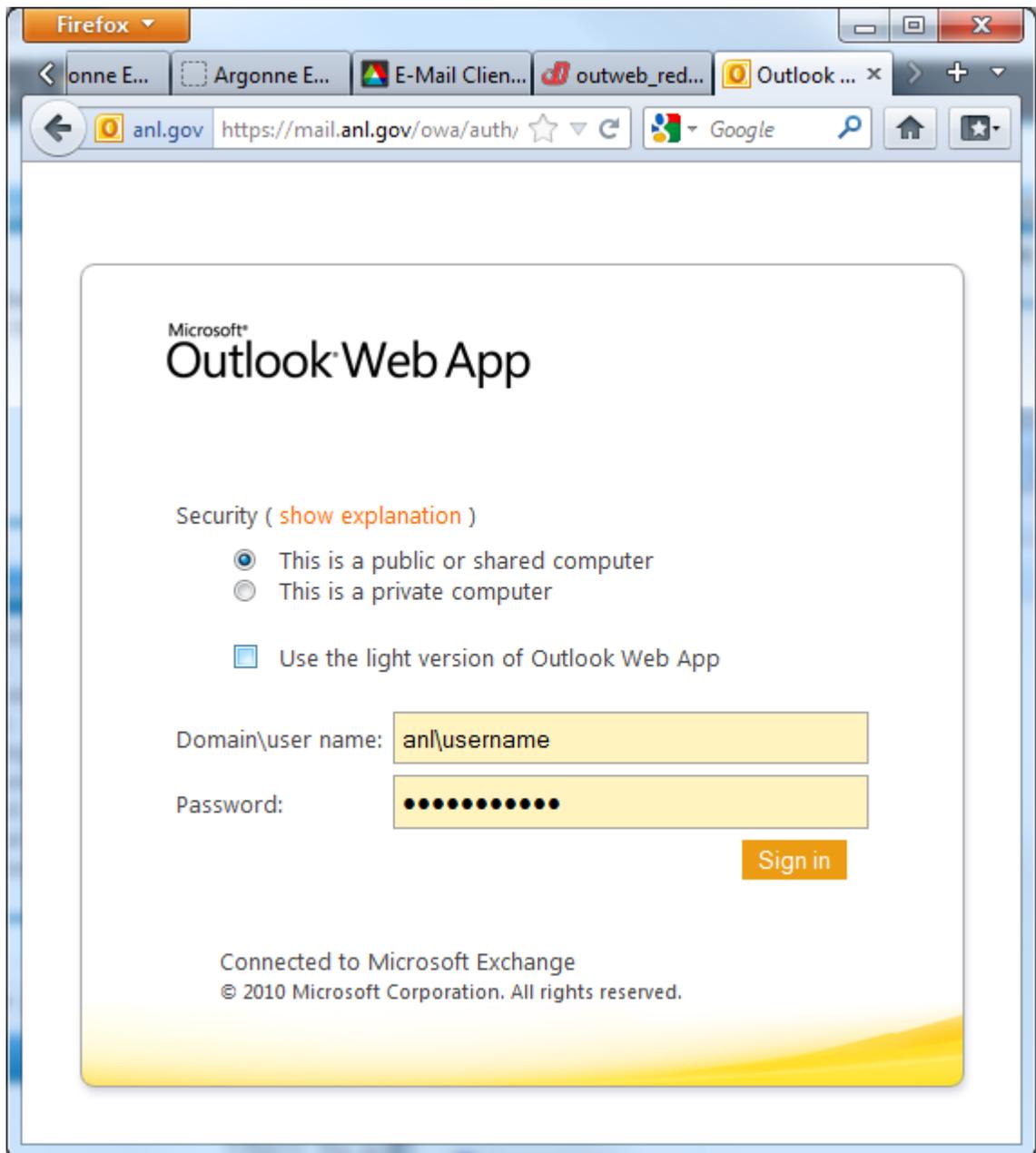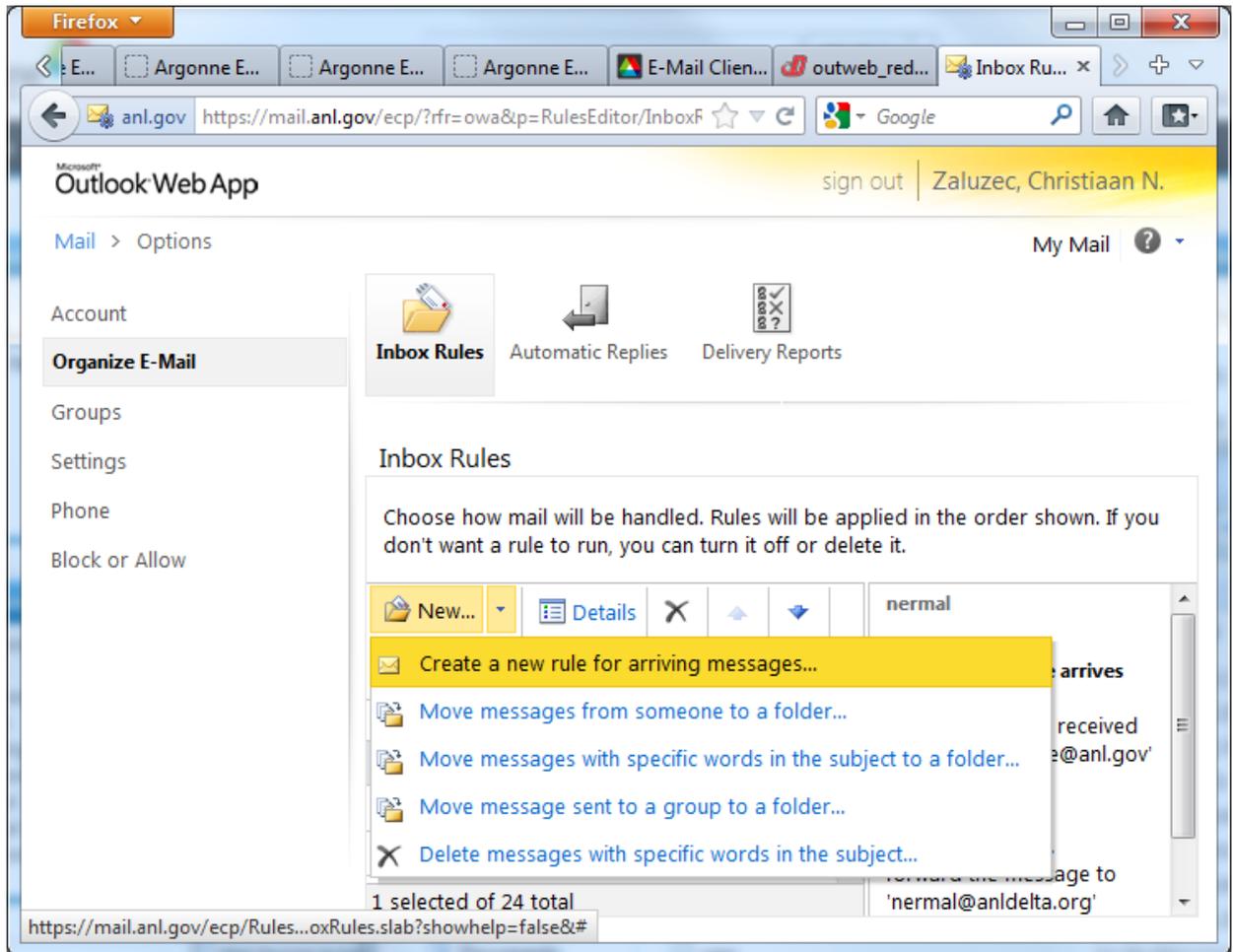# Set a Forwarding Address in Exchange 2010

11/20/2012

1. Log on to your mailbox from mail.anl.gov using any web browser. At the time of this writing, all users except CSE and BIO use the format ANL\username. Some BIO divison users log on with BIO/username. CSE Division users will log in as either CHM_CSG\username or CMT-205\username.

2. From the "Options" menu in the top right hand corner of the screen, choose "Create an Inbox Rule"
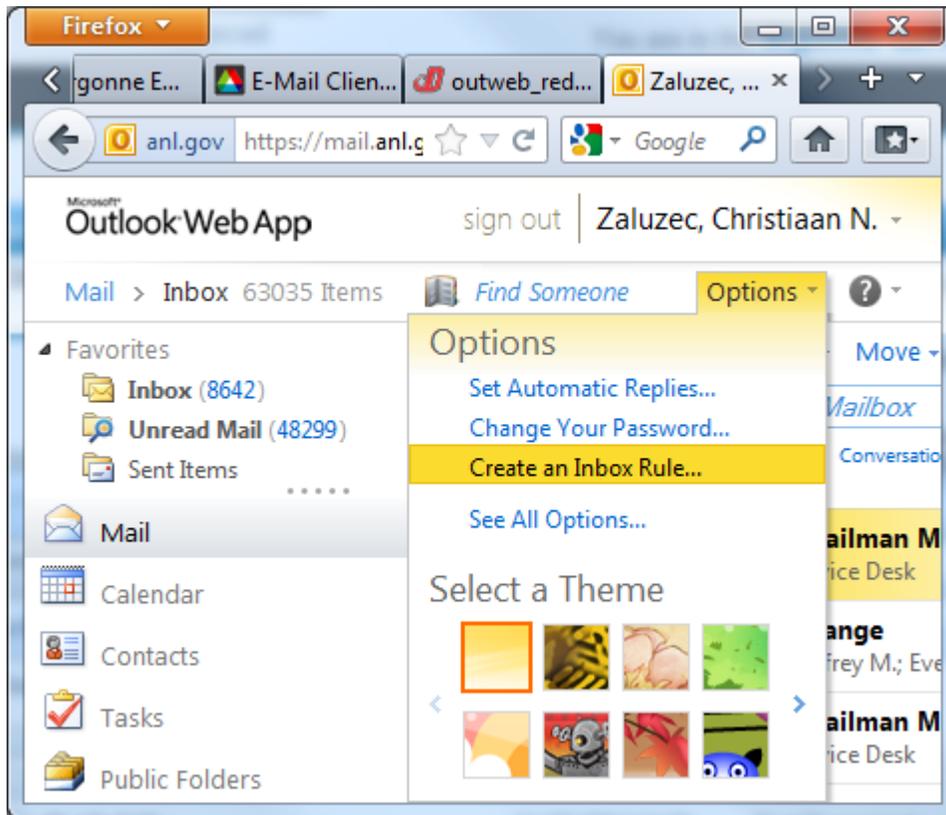
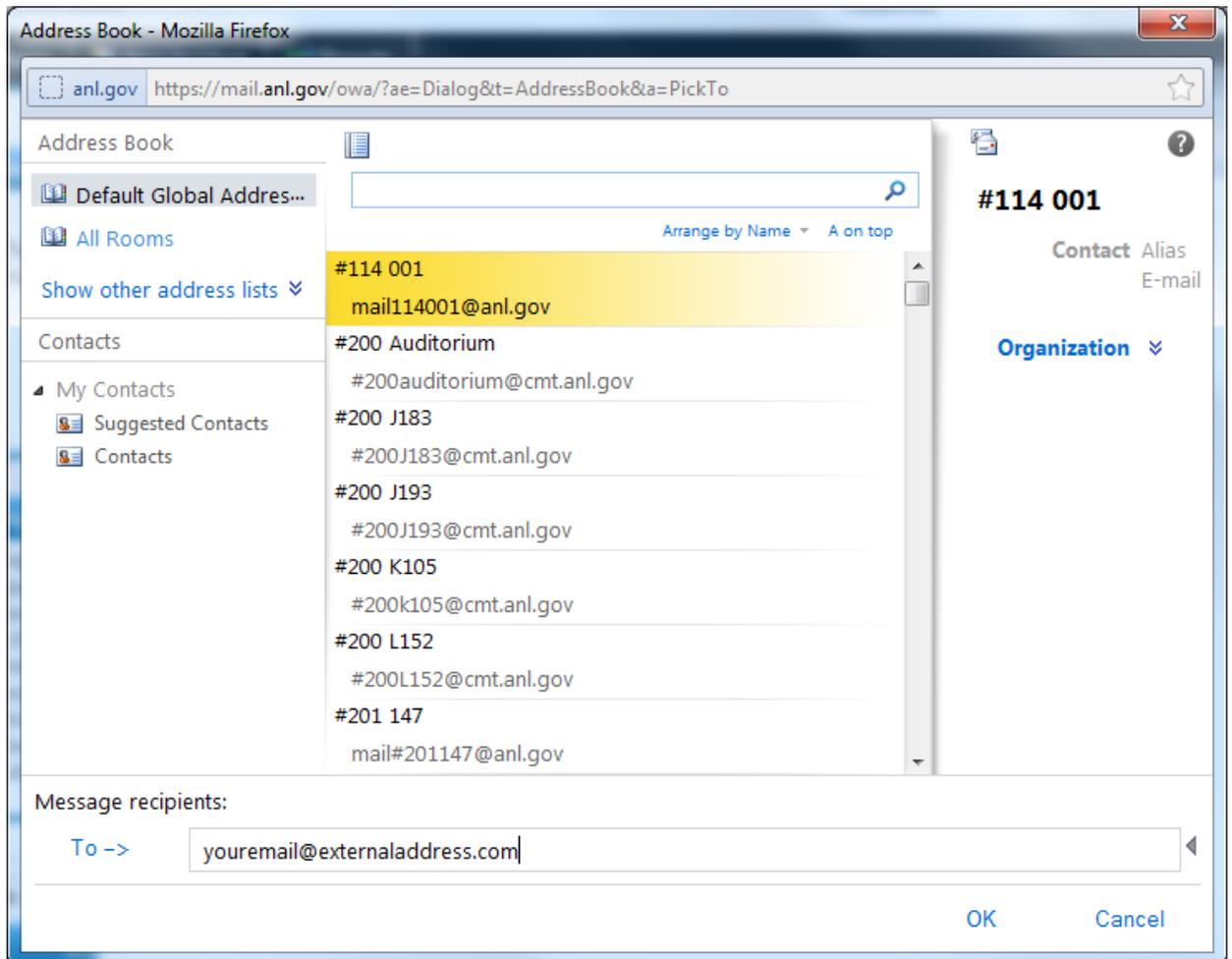3. From the "New" Menu, choose "Create a new rule for arriving messages"

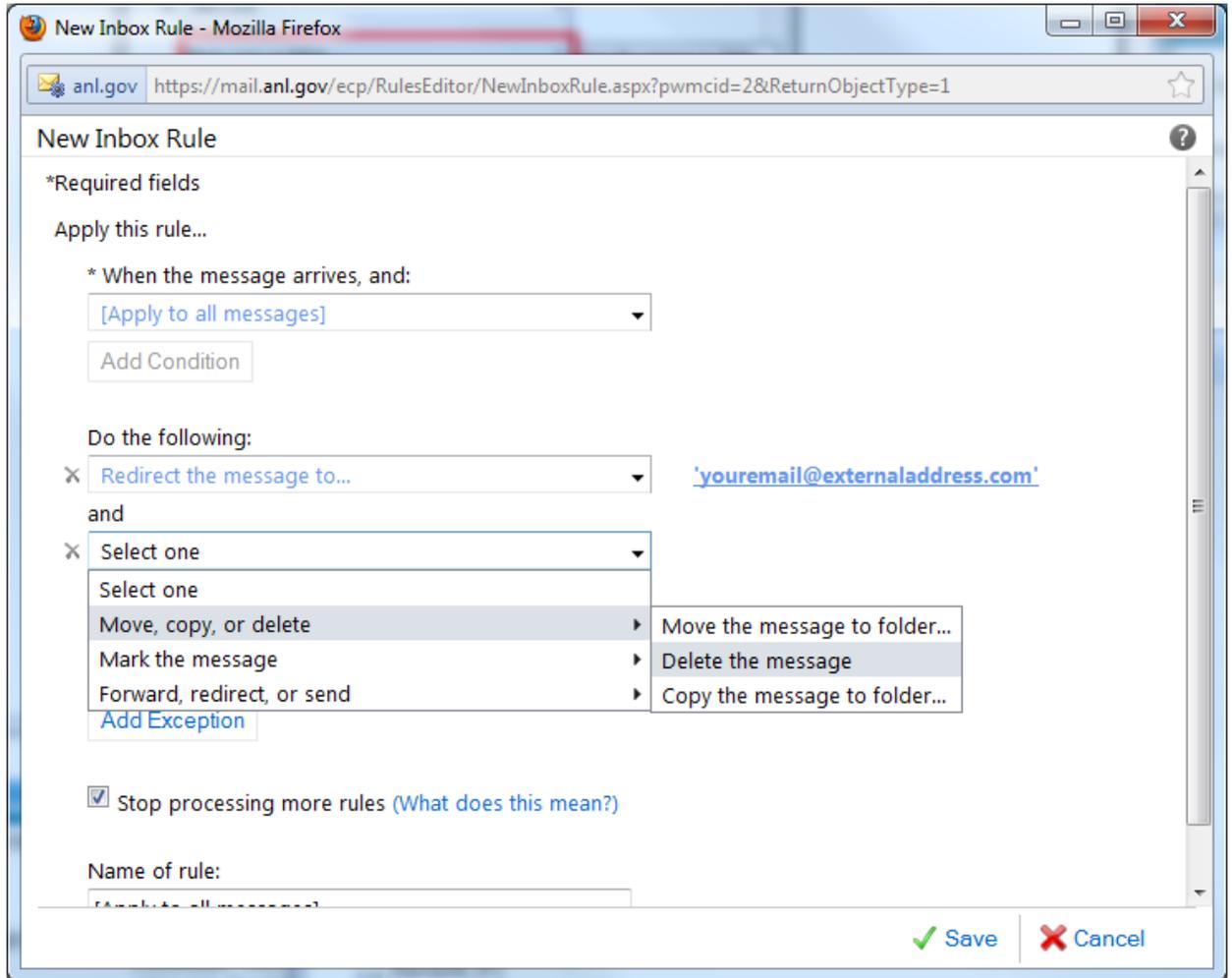4. Apply this rule to all messages, and choose "redirect the message to…"

5. If the address book window doesn't pop up automatically, choose "*Select people…" to display it, then enter your forwarding address in the To -> field and click "OK"

6. Next, choose "Add Action", "Move, Copy, or Delete", "Delete the message"

7. Click "Save" to complete the forwarding.