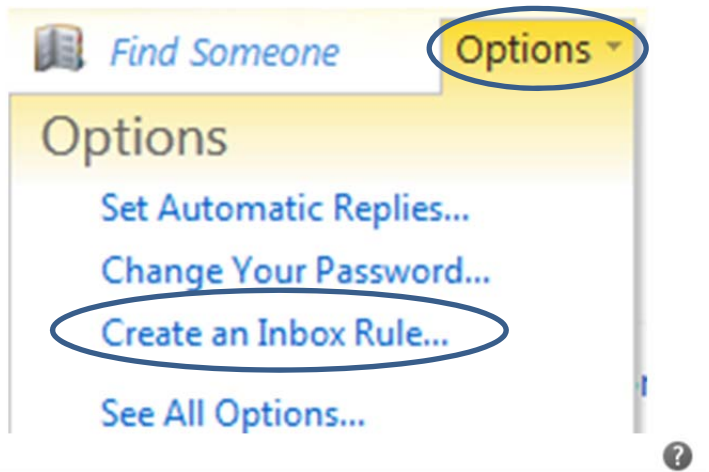


Redirecting your Vermont SC email to other email accounts

To automatically forward your school email to your personal email account, follow the steps below:

1. Log in to Outlook Web App <<https://exchange.vermontsc.vic.edu.au/owa>> and click on “Options” in the top right-hand of the window and select “Create an Inbox Rule”



2. Click on “New”
3. Change the first option in the window to be: “[Apply to all message]” and the second option to be: “Redirect message to...”

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following:

Redirect the message to...

* [Select people...](#)

[More Options...](#)

[Save](#) [Cancel](#)

4. At the bottom of the window enter your personal email address and click “OK” then “Save”

Message recipients:

To -> [your_email_address]

5. Please note that forwarded emails may still be in your Vermont SC mailbox