

Instructions on how to set up a forward on student mail for IE6 & IE7.
Slightly different options for the two browsers.

IE6 :

- * Click on Options (next to the Log Off)
- * Click on Rules
- * Click on New Rule
- * Select Create a new rule for arriving messages.
- * Select Forward or Redirect
- * Select Forward the message to people or distribution lists
- * Give the Rule a name
- * Click on [people or distribution lists](#) where it says "Apply this rule after the message arrives forward it to [people or distribution lists](#)"
- * Make sure the email address they want to forward the mail to is saved as a contact in their address book first then pick this from the address book list.
- * OK & Save the Rule

IE7 :

- * Click on Options (next to the Log Off)
- * Click on Organize from the options down the left hand side of the screen
- * Click on Inbox Rules
- * Click on New Rule
- * Select Create a new rule for arriving messages
- * Select Forward or Redirect
- * Select Forward the message to people or distribution lists
- * Give the Rule a name
- * Click on [people or distribution lists](#) where it says "Apply this rule after the message arrives forward it to [people or distribution lists](#)"
- * Make sure the email address they want to forward the mail to is saved as a contact in their address book first then pick this from the address book list.
- * OK & Save the Rule