

## How to Turn on Automatic Forwarding in Outlook on the Web

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You can automatically forward or redirect your email messages by setting up Inbox rules in Outlook on the web. This is useful if you want to read and respond to messages from another email account or when you want someone else to receive and respond to your email in your absence. \*\*\*Notice\*\*\*Before setting your CEIBS email address to forward to a non-CEIBS service (e.g., Gmail, Hotmail, Yahoo, 163), CEIBS IT can't guarantee email delivery to non-CEIBS accounts, delay in delivery can occur, and IT may not be able to help with some problems concerning non-CEIBS accounts. If your email forwarding fails for any reason, you may miss important official communications sent to your CEIBS address for which you are still responsible.

1. Fill in [www.ceibs.edu](http://www.ceibs.edu) in the address bar of web browser
2. Move cursor to right-upper area and find Quick Login, then click Webmail
3. Fill in your CEIBS username and password, click sign in
4. On the Outlook Mail navigation bar, select Settings , then Options
5. In the left pane, under Options, click Mail > Automatic processing > Inbox and sweep rules
6. Under Inbox rules, tap +
7. Enter Name of the rule Under When the messages arrives..., select Apply to all messages Under Do all of the following, Select Forward, redirect or send > Forward the message to...
8. Fill in Email address you need to forward to, and click Save
9. Click OK to save settings
10. Done. The rule can auto-run without web browser opening.