

Forwarding CSULA E-mails to Personal E-mail Accounts

Quick Reference Guide

INFORMATION TECHNOLOGY SERVICES
California State University, Los Angeles


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This guide provides instructions on how to customize **Microsoft Outlook Web Access (OWA)**, the official CSULA web-based e-mail system, to forward messages to users' personal e-mail accounts (e.g., Yahoo!, Hotmail, and Gmail).

!NOTE: This feature is available only when users log in to the **Premium** client of OWA through the **Internet Explorer** web browser. It is not available when using the Firefox or Safari web browsers, which support only the Basic client of OWA. For an introductory guide on how to use OWA 2003 Premium, please visit <http://www.calstatela.edu/its/docs/pdf/owapremiumst.pdf>.

To forward messages from a CSULA e-mail account to a personal e-mail account:

1. Launch the **Internet Explorer** web browser.
2. Visit <https://mymail.calstatela.edu> and log in using a valid NIS account username and password. The OWA interface will display in the browser window.
3. Click the **Rules** button  from the **Navigation Pane** located in the lower left corner of the window. The **Rules View Pane** will display (see Figure 1).

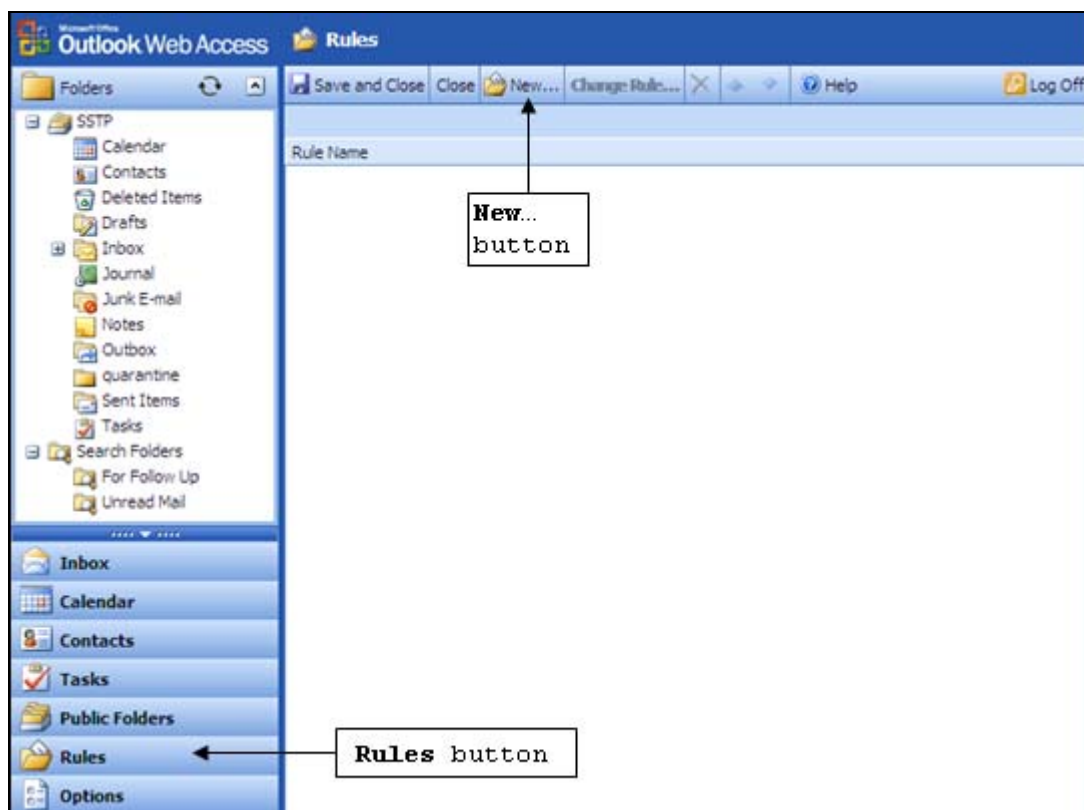


Figure 1 - OWA Interface with Rules View Pane Displayed

4. Click the **New...** button  on the **OWA** toolbar (see Figure 1). The *Edit Rule* dialog box will open (see Figure 2).

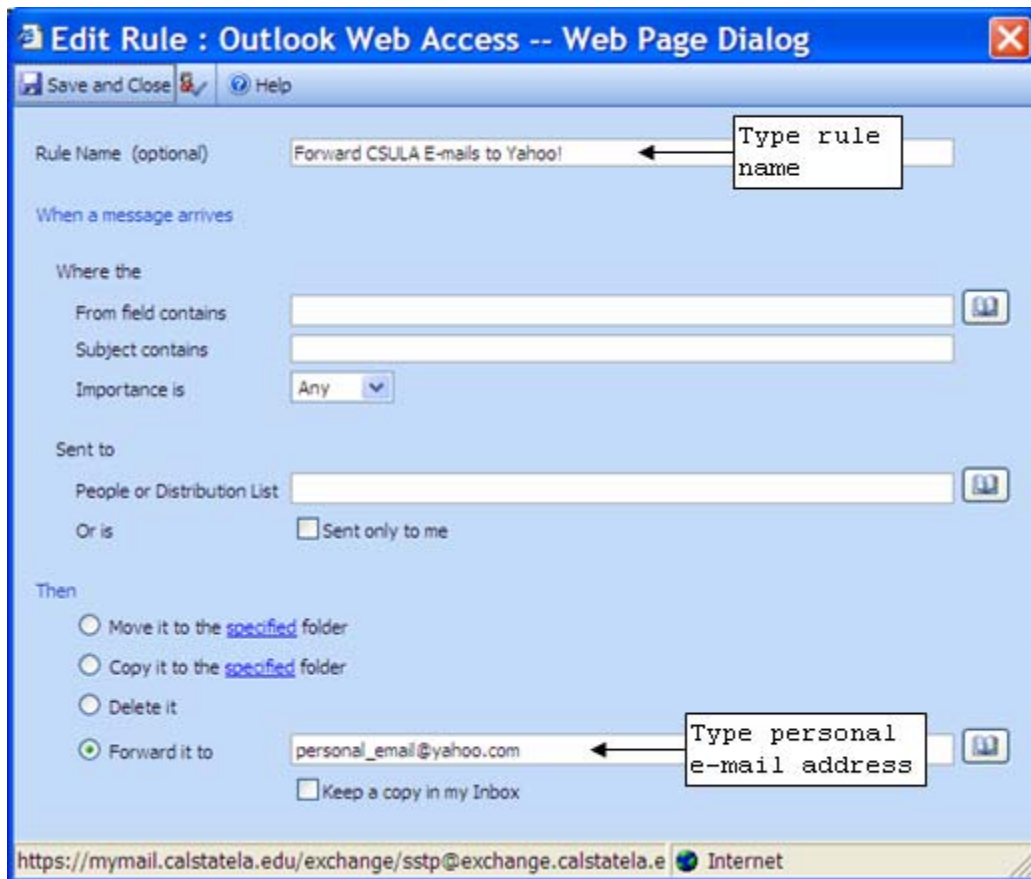



Figure 2 - Edit Rule Dialog Box

5. Type a name for the rule in the **Rule Name** text box.
6. Under the *Then* section, select the **Forward it to** option button. In the text box next to it, type the e-mail address where messages from the CSULA e-mail account will be forwarded to.
7. Uncheck the **Keep a copy in my Inbox** check box.
8. Click the **Save and Close** button  located in the top left corner of the *Edit Rule* dialog box. A message window will display (see Figure 3).

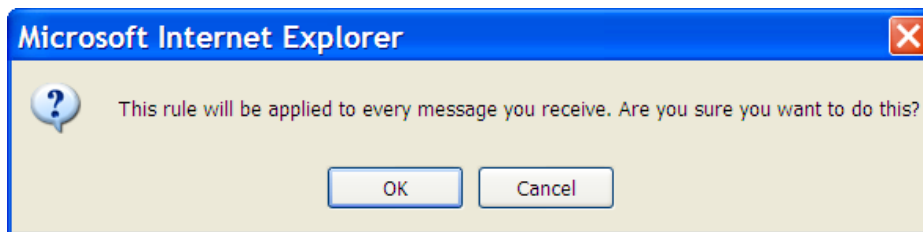


Figure 3 - Message Window

9. Click the **OK** button  to apply the rule and return to the **Rules View Pane**.

All incoming e-mail messages will now be forwarded to the e-mail address indicated. All forwarded e-mail messages will automatically be moved to the Deleted Items folder. Any e-mail messages that were delivered to the Inbox before the rule was created will need to be forwarded manually.

!NOTE: Since all student e-mail accounts that use OWA have a size limitation of 100 megabytes, students need to delete any unwanted e-mail messages and empty their Deleted Items folder on a regular basis so that they do not exceed the size limit.

!NOTE: Beginning winter quarter 2008, e-mail will be used as one of the means of official communications with students. As some messages may be time-critical, it is strongly recommended that students check their campus issued e-mail account on a regular basis or customize OWA to automatically forward their messages to a personal e-mail account. Setting up an “Out of Office” auto reply is not recommended since e-mail messages sent by the University will be relayed through an automated system and the system will be unable to except replies.