

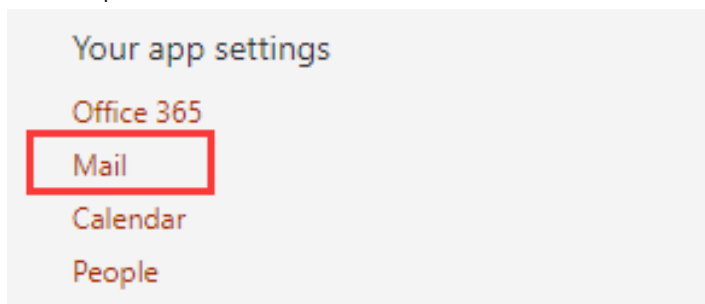


How to set up email automatically forwarding

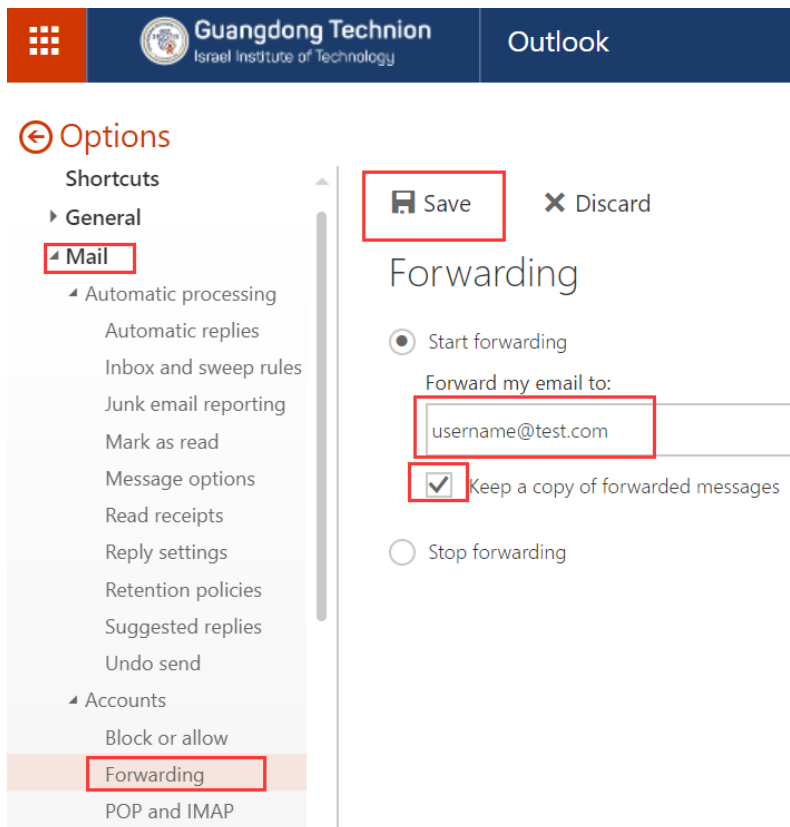
1. Go to GTIIT webmail: <https://outlook.office365.com/owa>
2. On the upper-right corner of the page, click **Setting** button



3. On the pull-down menu, choose **Mail**



4. Under **Mail - Accounts**, click **Forwarding**. Fill in a target email address, if needed, choose **Keep a copy of forwarded messages**, then **Save**.



- Another forwarding method, set as the following screen capture:



The screenshot shows the 'New inbox rule' dialog box in Outlook. The left sidebar is open to 'Options' > 'Mail' > 'Inbox and sweep rules'. The main area is titled 'New inbox rule' and has 'OK' and 'Cancel' buttons at the top. The 'Name' field contains 'forwarding'. Below it, the condition is set to '[Apply to all messages]'. Under 'Do all of the following', the action is 'Forward the message to...' with 'Shaoxin CHEN' as the recipient. At the bottom, the 'Stop processing more rules' checkbox is unchecked. Red boxes highlight the 'Name' field, the condition dropdown, the action dropdown, and the 'Stop processing more rules' checkbox.

Should you have any further questions, please contact itsupport@gtiit.edu.cn.