**STRITCH.EDU TO WOLFMAIL EMAIL FORWARDING**

Follow the complete set of instructions to forward emails you receive in your Stritch.edu email account to your Wolfmail account. Completing this task will assist with duplication and follow up with students and academic processes.

**Note:** This must be done through Internet Explorer on Windows and cannot be set up by selecting the Web Access Light option.

1. Log in to your Stritch.edu email account at **mail.stritch.edu**.

2. Select **Options** on the upper right hand side of the page.

3. Select **Rules** from the left pane.
4. Select New Rule. Then select Create a new rule for arriving messages.

![Rules]

5. Enter the text Mail Forwarding Rule in the Name box of the new rule.

6. Then select Forward or redirect… from the Do the following section on the right pane.

7. Place a checkmark next to Redirect the message to people or distribution lists.

![New Rule - Windows Internet Explorer](https://mail.stritch.edu/owa/owa/NewDialogs/Rule.aspx)

<table>
<thead>
<tr>
<th>Rule Description</th>
<th>After the message arrives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redirect the message</td>
<td>If my name is...</td>
</tr>
<tr>
<td></td>
<td>If the message was sent or received...</td>
</tr>
<tr>
<td></td>
<td>If the message includes specific words...</td>
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<tr>
<td></td>
<td>If the message is marked with...</td>
</tr>
<tr>
<td></td>
<td>If the message is to...</td>
</tr>
<tr>
<td></td>
<td>If the message size or date range...</td>
</tr>
</tbody>
</table>

Do the following:

- **Redirect the message to people or distribution lists**
- **Forward the message to people or distribution lists**
- **Forward the message as an attachment to people or distribution lists**

![Note]: It is very important that you select the Redirect option. The other options will not properly forward your emails.

8. Select the link in the left pane people or distribution lists.

9. Enter your Wolfmail email address in the To field in the bottom section under Message recipients. Then select OK.
10. Confirm the correct email address has been entered for the new rule. Then select **Save**.

11. Select **OK** to confirm the rule will be applied to every message that you receive.