How Do I Setup Inbox Rule in OWA

> Please note that these instructions refer to using **OWA on Exchange server 2010**, not the more recent Exchange server 2013. For the latest OWA instructions, please see Using Outlook Web App.
>
> If you are not sure which version of OWA you are using, please refer to this document.

Q: How Do I Setup Inbox Rule in OWA

Answer

> **Watch a Video**
> Here is a quick video of the above instructions: [^OWA Inbox Rule HowTo video.mov]

1. Open Outlook Web App and log in with your username and password.
   (***Please make sure that your Outlook is not open at the same time.***)
2. Click "**Options**" in the upper right corner of the screen and select "**Create an Inbox Rule**" from the drop down list.
3. Click "**New...**" button from the "**Inbox Rules**" section on the right side of the window.
4. The "**New Inbox Rule**" window pops up
5. Under "**Apply this rule...**"
   a. First, select "**Apply to all messages**" from the drop down list for "***When the message arrives, and:***" box.
   b. Next, select "**Redirect the message to...**" from the drop down list for "**Do the following:**" box.
6. The "**Address Book**" window pops up, in the "**TO ->**" field at the bottom, type in the email address that you want your email messages to be redirected to (or select the email address from the Contacts or Address Book if that's applicable), then click "**OK**".
7. You're back to the "**New Inbox Rule**" window. You can either click the "**Save**" button at the bottom right corner to save this redirect rule or further define it by clicking "**More Options...**" button at the bottom.
8. To further define the rule, choose one of the three options: **Add Action, Add Exception**, and create a **Name of rule**.
   ## **Option One: Name your new rule**
   By default, this redirect rule is named "**Apply to all messages**", we recommend you create a customized name for this rule. For example, it can be called "*Redirect all messages*". To rename it, erase the default text in the "**Name of rule:**" box (see above image) and type what you want to name it.
   a. **Option Two: Add more actions**
      By default, Exchange server keeps a copy of all redirected email messages in your Exchange account, if you do not want to keep a copy in your Exchange account, click "**Add Action**", select "**Move, copy, or delete**" from the drop down list, then select "**delete the message**" from the drop down list.

      > **Attention**
      > We do ***NOT*** recommend you do this. We recommend you move or copy the message to specific folders or mark them with a category.

      Other actions that you can ask Exchange Server to do:

      - Mark the message
      - Forward, redirect, or send the message

   b. **Option Three: Add exception**
      You can define conditions under which the Exchange Server should not apply the rule. To add exception cases, click "**Add Exception**" button under "**Except if:**" and make sure "**Stop processing more rules**" box is checked.
9. After setting up all actions and conditions, click "**Save**" button. A warning message pops up, click "Yes".
10. Now you are back to the "**Inbox Rules**" window. You'll see a new rule has been created with the name you gave (in this example, I named it "*Redirect All Messages*").

The rule becomes effective immediately after you save it. There is no need to log off the Exchange/Outlook account.