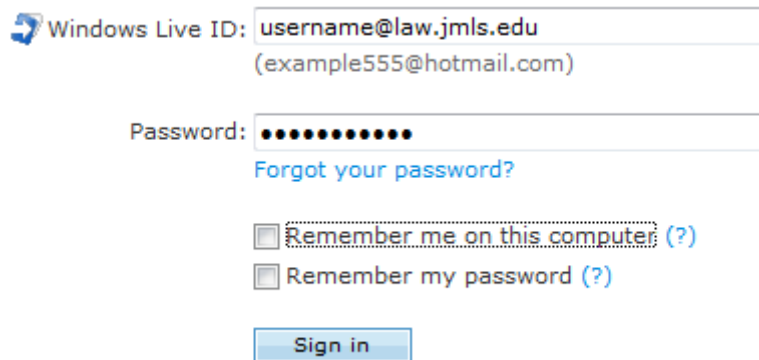


INFORMATION TECHNOLOGY SERVICES

## Setting Up Student Email Forwarding

For your convenience, ITS allows you to configure your JMLS email to be forwarded to an alternate email account like Yahoo Mail, Gmail, AOL or any other address of your choosing.

1. Using Microsoft Internet Explorer navigate to **http://www.exchangelabs.com/owa**
2. Logon to your account using your complete JMLS email address. For example:  
**Username@law.jmls.edu**

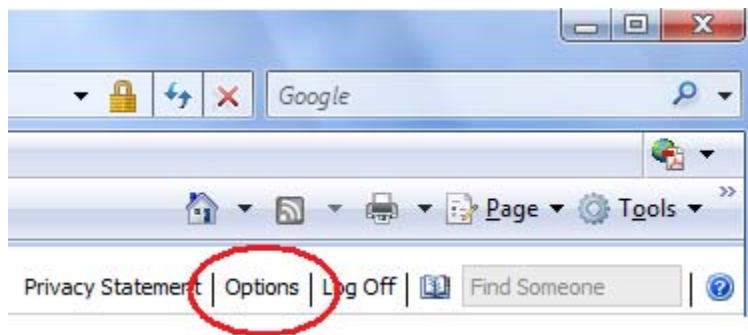


Windows Live ID:   
(example555@hotmail.com)

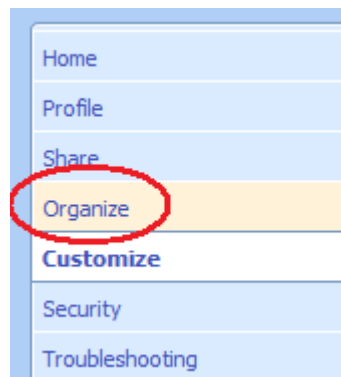
Password:   
[Forgot your password?](#)

Remember me on this computer (?)  
 Remember my password (?)

3. After you have successfully logged into your account, Click **Options** located in the top right hand corner

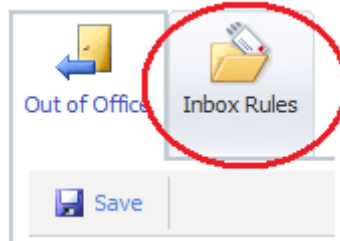


4. Click **Organize** on the left-hand side



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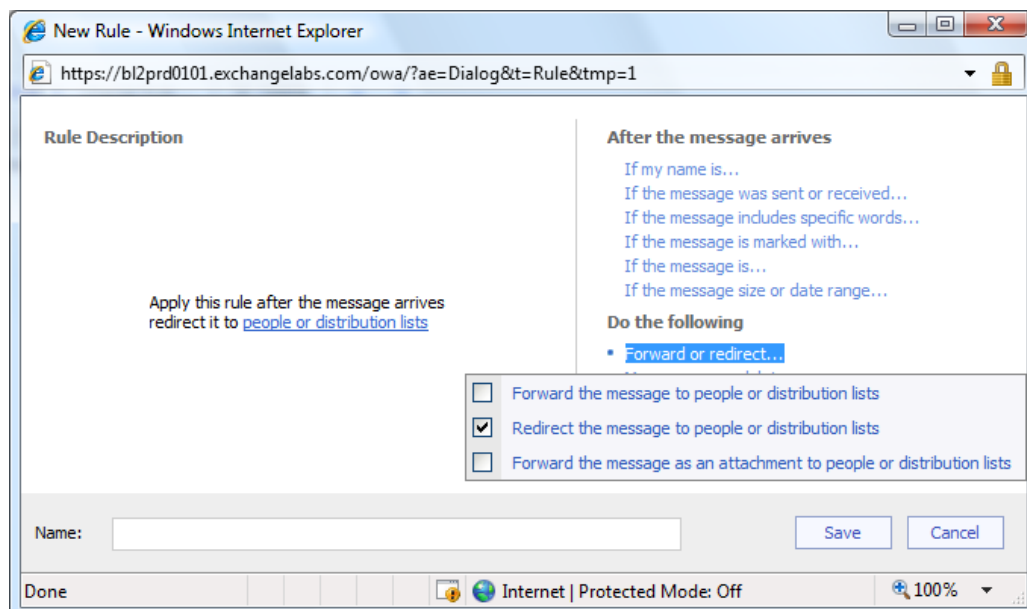
5. Click **Inbox Rules**



6. Click **New Rule** and then select **Create a new rule for arriving messages**



7. Click the **Forward or redirect...** option and place a check mark in the **Redirect the message to people or distribution lists** box





# THE JOHN MARSHALL LAW SCHOOL

## INFORMATION TECHNOLOGY SERVICES

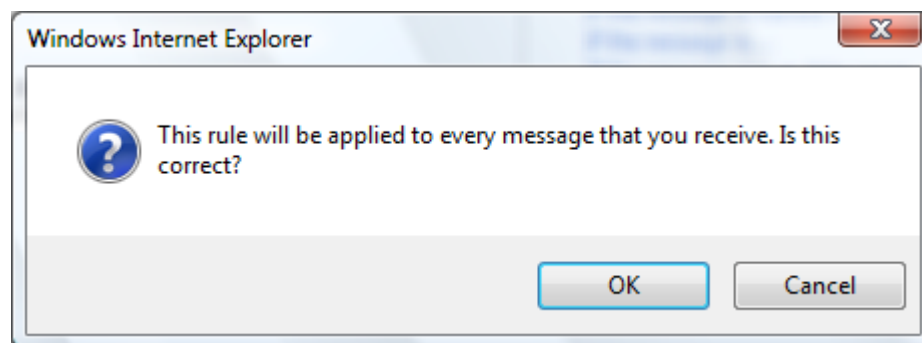
8. Locate “*Apply this rule after the message arrives redirect it to people or distribution lists*”. Click on **people or distribution lists**. Enter the forwarding email address in the box on the bottom.

Message recipients:

To -> YourEmail Address@gmail.com

OK Cancel

9. Click **Save** in the window shown in step 7. The following window will appear; click **OK**



10. **Logoff** your JMLS email account and your email will begin forwarding to the address entered in step 8.