

How to forward your emails to another email account via Internet Explorer

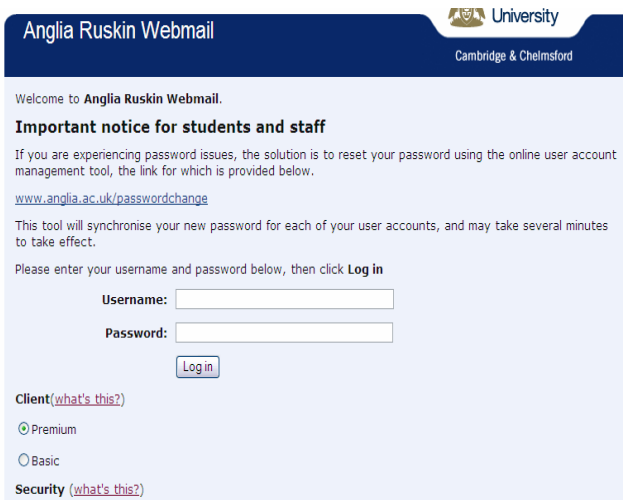
Please note our University does not accept responsibility for any unreceived emails forwarded to non-Anglia accounts. All confidential, sensitive and important news and information will be sent to your Anglia student email account (i.e. @anglia.ac.uk). As a student of Anglia Ruskin University, it is your responsibility to manage your email and to ensure that any forwarding rules are maintained.

In order to forward your email you must use Internet Explorer to access your student email account from a laptop or PC. This functionality is not available from a MAC or alternative internet browser. Most home PC's have an Internet Explorer option. Alternatively, you can use the pc's in our Cambridge and Chelmsford libraries to set up the rule.

Set up automated email forwarding to a personal or other non-Anglia account.

1. Log into your Anglia email account as normal at <https://owa.anglia.ac.uk>

2.



Anglia Ruskin Webmail

University
Cambridge & Chelmsford

Welcome to Anglia Ruskin Webmail.

Important notice for students and staff

If you are experiencing password issues, the solution is to reset your password using the online user account management tool, the link for which is provided below.

www.anglia.ac.uk/passwordchange

This tool will synchronise your new password for each of your user accounts, and may take several minutes to take effect.

Please enter your username and password below, then click **Log in**

Username:

Password:

Client([what's this?](#))

Premium

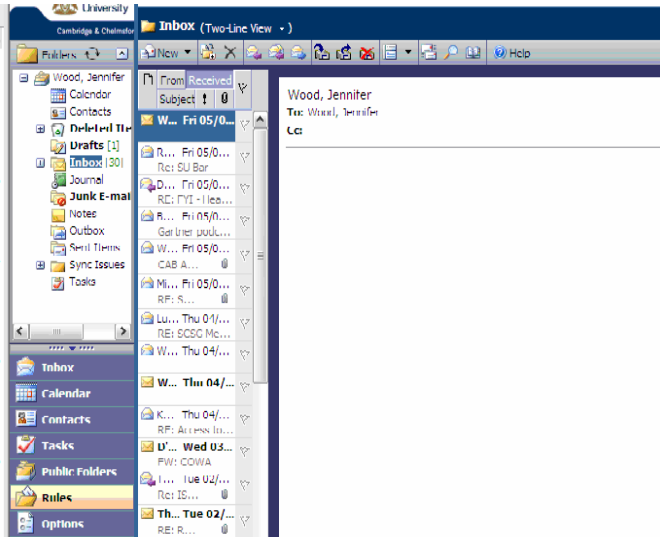
Basic

Security ([what's this?](#))

Enter your username and password.

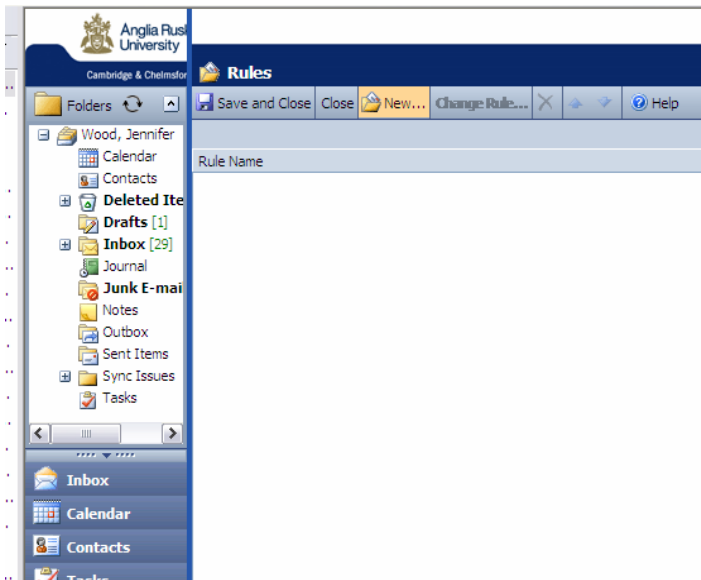
(Contact the Student IT Helpdesk on 0845 196 6600 / 6601 if you have forgotten your credentials.)

3.



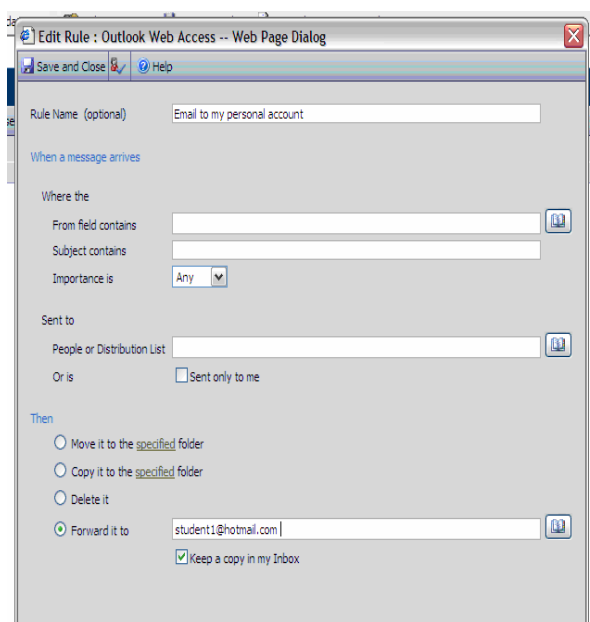
From your homepage click on 'Rules'; this is located on the left of the screen below your inbox.

4.



A new toolbar will appear at the top of your screen. Click on 'New'.

5.



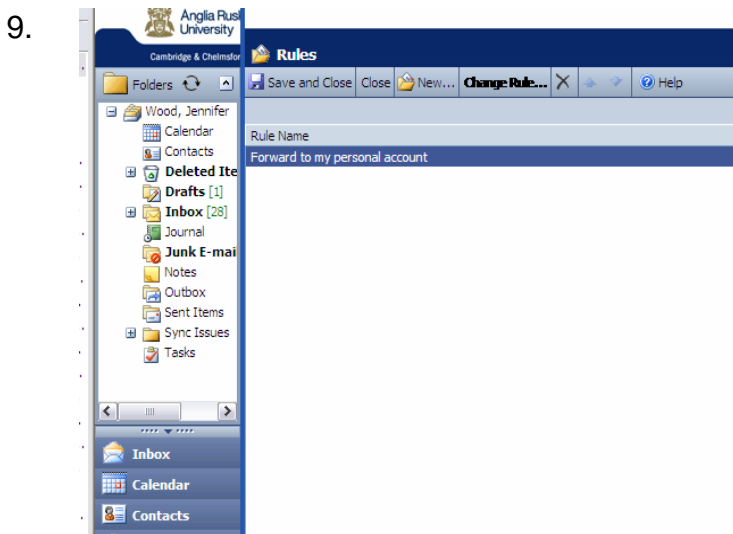
A box will appear in the centre of your screen (see picture opposite).

Click on the white circle next to 'Forward it to'. A green dot should appear.

Next type in the email address of the account you wish to forward your email to. **Ensure that the 'Keep a copy in my Inbox' is ticked.**

6. Although it is optional, it is suggested that you type a rule name into the box provided (see picture 5), as you may wish to change or delete this rule at a later date.
7. Now you have provided a forwarding address and named your rule, click the 'Save and Close' box located at the top left-hand corner. (See picture 5.)
8. Send a test email to your Anglia account. You should be able to view copies in your Anglia account and your forwarding account e.g. Hotmail.

Change or delete a forwarding rule.



Click on 'Rules'; this is located on the left of the screen below your inbox.

Ensure that the rule you want to change is highlighted in blue.

Click on 'Change Rule ...'; this is located at the top of your screen.

10. The familiar 'edit rules box' (see picture 5) will appear and can be edited.
11. To delete your forwarding rule, follow step 9. However, once you have highlighted the rule you wish to delete, click on the delete symbol:



For further help contact the Student IT Helpdesk on 0845 196 6600 / 6601.