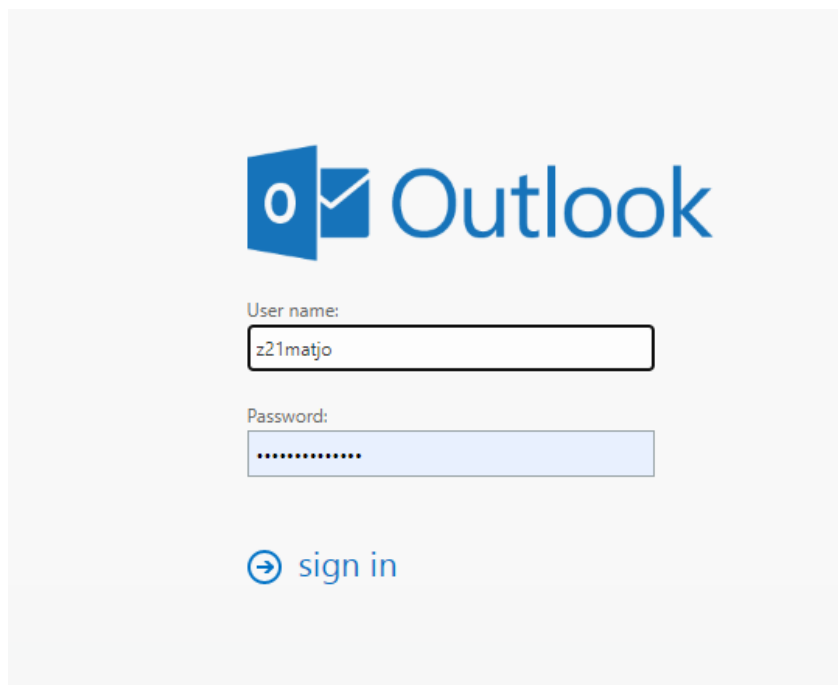


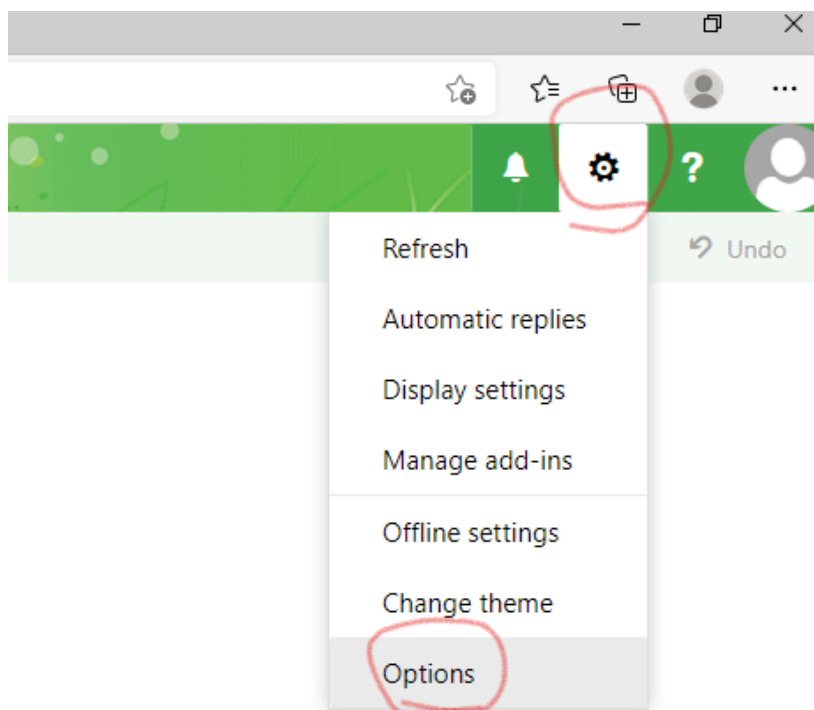
Vidarebefordra e-post

Gå till webmailen: <https://mail.his.se/owa>

1. Logga in med ditt användarnamn och lösenord



2. Gå till Inställningar (kugghjulet) sedan Options



3. Sedan Mail > Automatic Processing > Inbox and sweep rules

The screenshot shows the Outlook 'Options' window. On the left is a navigation pane with 'Mail' selected, and 'Inbox and sweep rules' highlighted. The main area is split into two sections: 'Inbox rules' and 'Sweep rules'. The 'Inbox rules' section has a '+', edit, delete, up, and down icons, and a table with columns 'On' and 'Name'. The 'Sweep rules' section has a delete icon and a table with columns 'On' and 'Name'. At the top right of the main area are 'Save' and 'Discard' buttons.

4. Klicka på plusset för att skapa en ny regel

Fyll i ett namn du vill ha på regeln

I första rullisten (When the message arrives...), välj [Apply to all messages] om du vill vidarebefordra allt

I andra rullisten (Do all of the following), välj Forward the message to...

OK Cancel

New inbox rule

Name

forwarding

When the message arrives, and it matches all of these conditions

[Apply to all messages]

Add condition

Do all of the following

Forward the message to...

Select people...

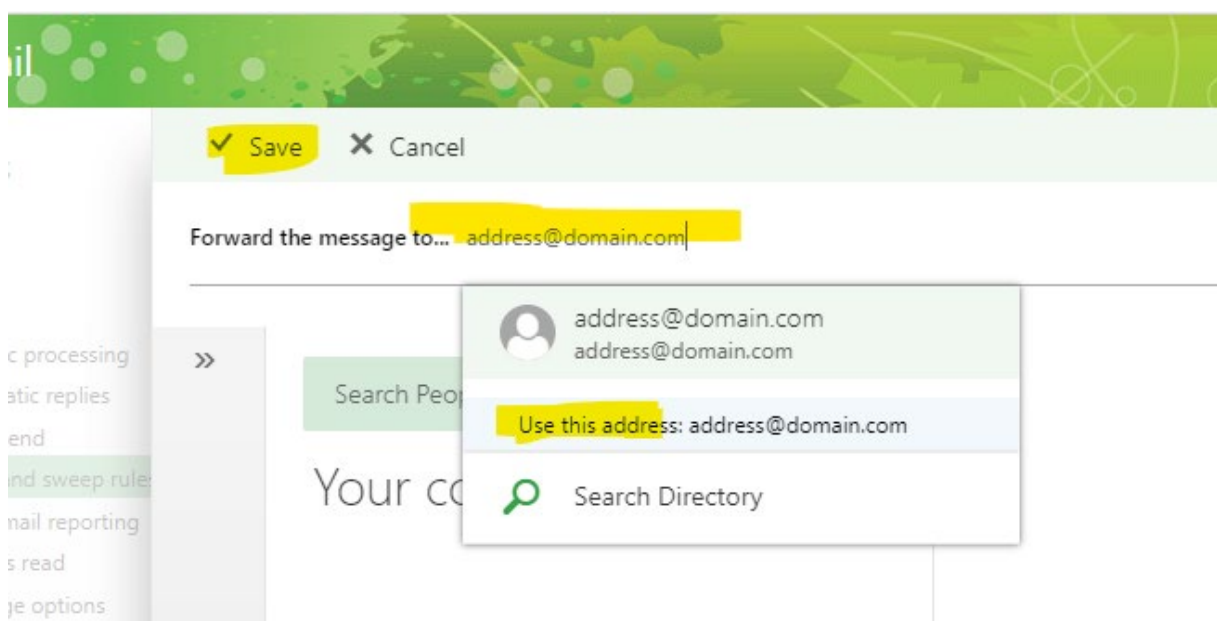
Add action

Except if it matches any of these conditions

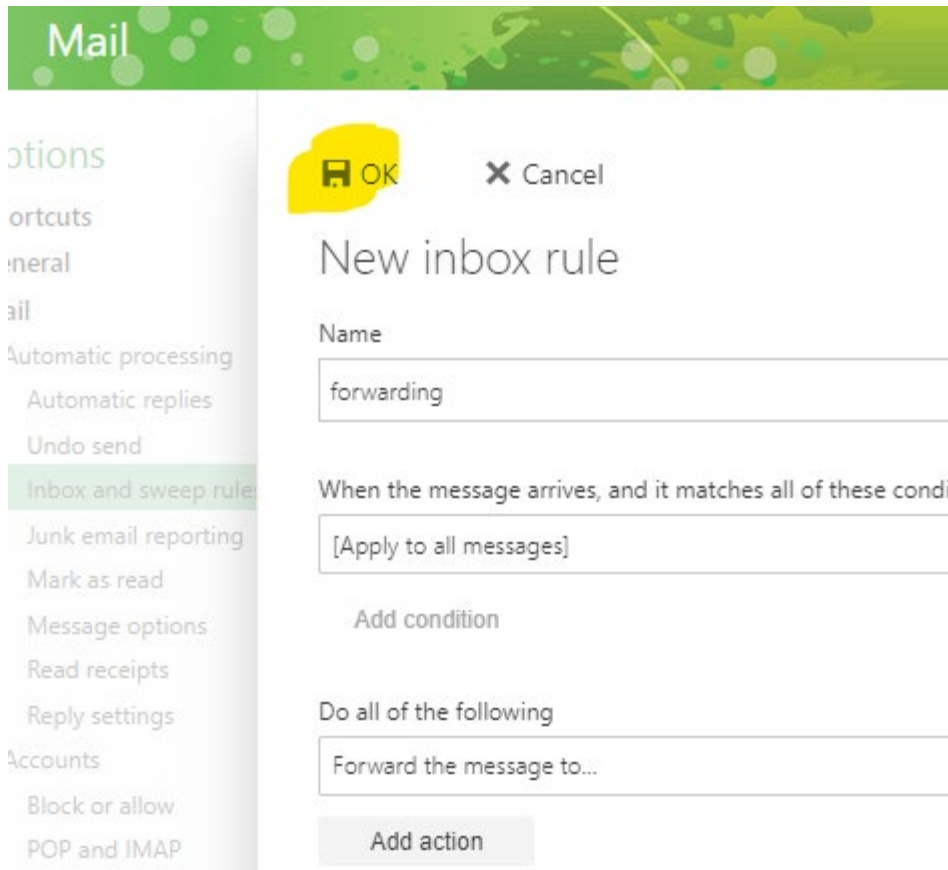
Add exception

Stop processing more rules [\(What does this mean?\)](#)

5. Då kommer en ruta upp, skriv in i önskad adress, klicka sedan Use this address och sedan Save



6. För att spara, tryck OK



7. Klart! Nu ska all e-post vidarebefordras till den adressen du skrev in i steg 5.