

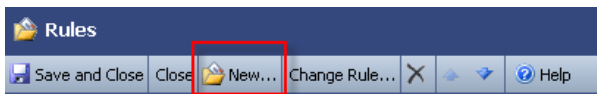
Forwarding your Salve email to your personal email account

NOTE: You must access your email with Internet Explorer in order to set up your account.

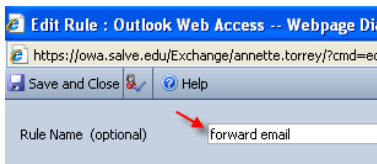
1. Log in to your Salve email account at <http://owa.salve.edu>
2. Click on *Rules* on the left side of the screen



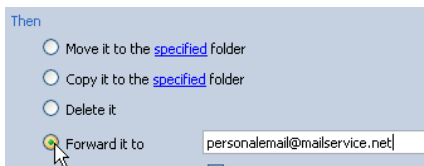
3. Click on *New* at the top of the next screen



4. Type in a rule name, such as "forward email"



5. At the bottom click on the radio button in front of *Forward it to*
6. Type in the email address you would like the mail forwarded to



7. Uncheck the box that says *Keep a copy in my box*. **NOTE:** if you do not uncheck this box, your Salve mailbox will fill and be unable to forward mail to you.



8. Click *Save and Close* at the top of the screen

