Warning: **The law school does not recommend forwarding because we cannot guarantee delivery to systems outside our control. The Law School is not responsible for missing email that was being forwarded to another system.**

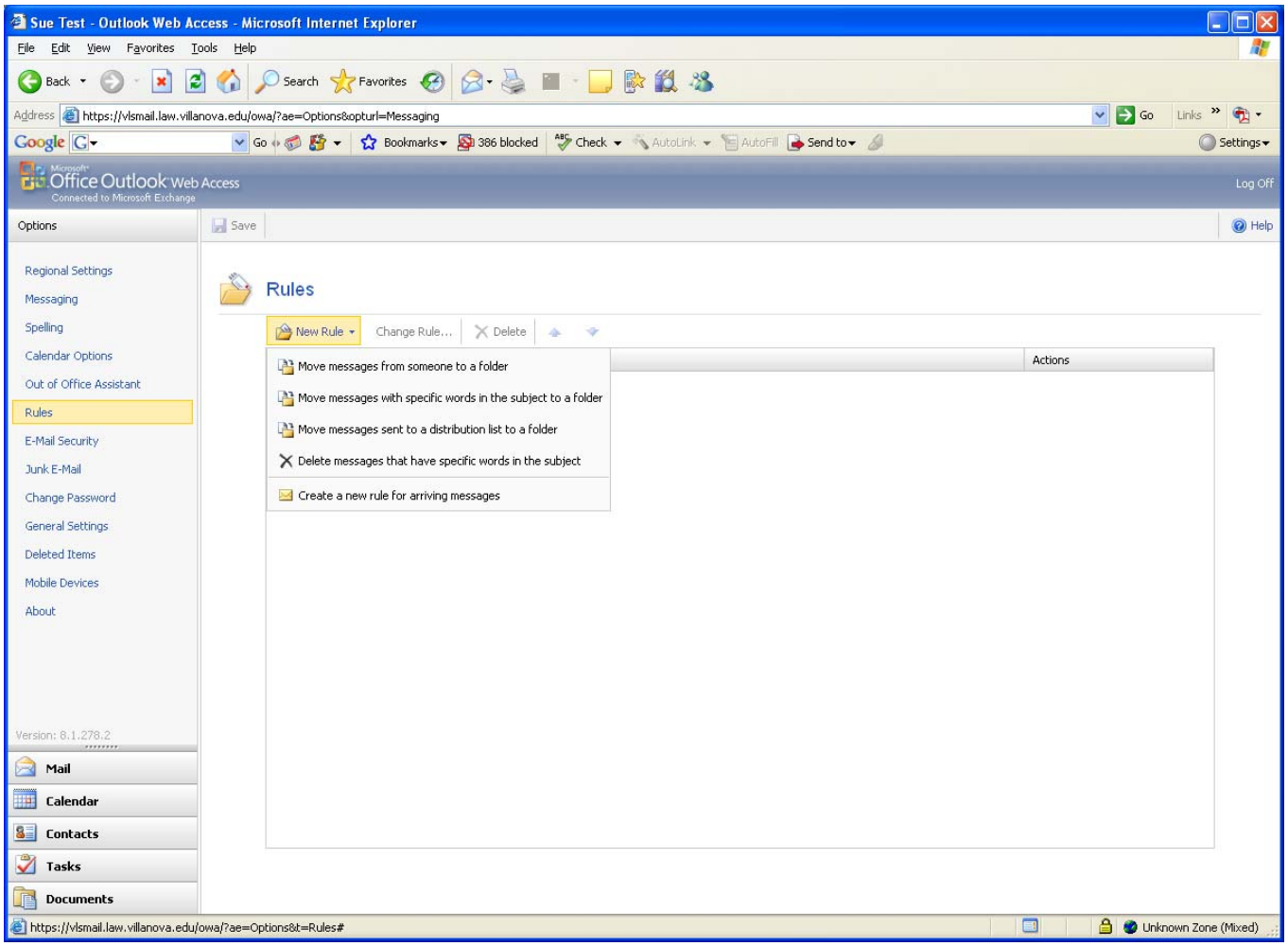
Students are responsible to check their law school accounts to verify that they are receiving the necessary email.

- Login onto your VLS webmail using **Internet Explorer**. You **MUST** use **Internet Explorer** in order to proceed. You can login to your webmail here:

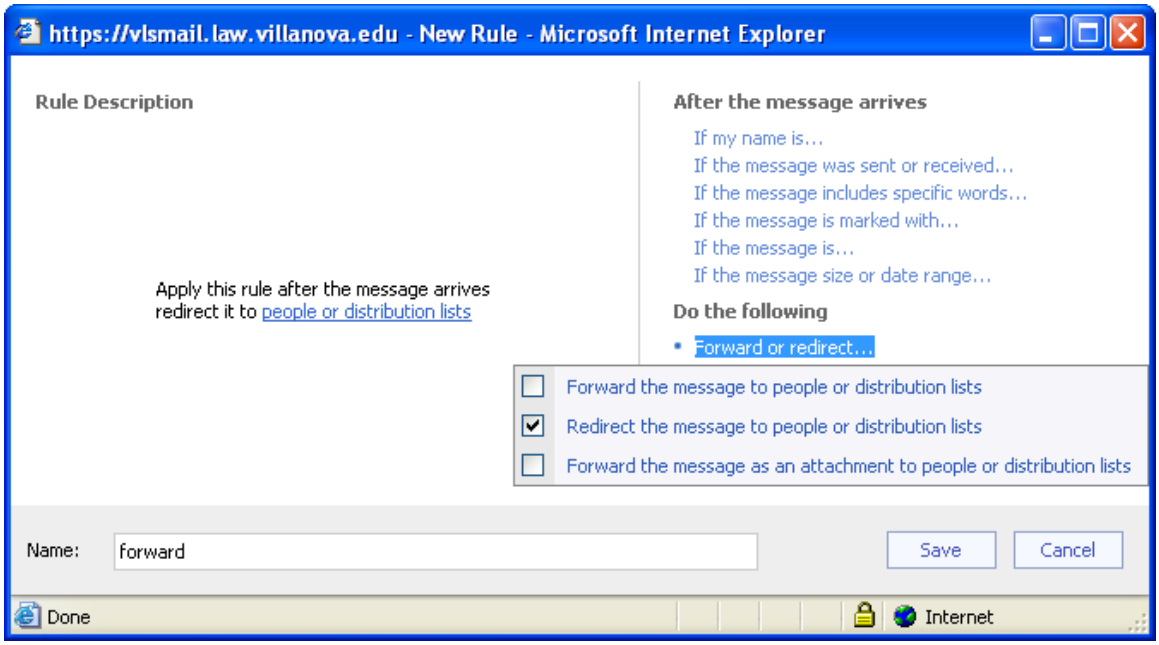
  https://vlsmail.law.villanova.edu/owa

- Click options in the upper right hand corner, then Click Rules on the bar on the left hand side of the screen.

- Click New Rule, and choose "Create a new rule for arriving messages"

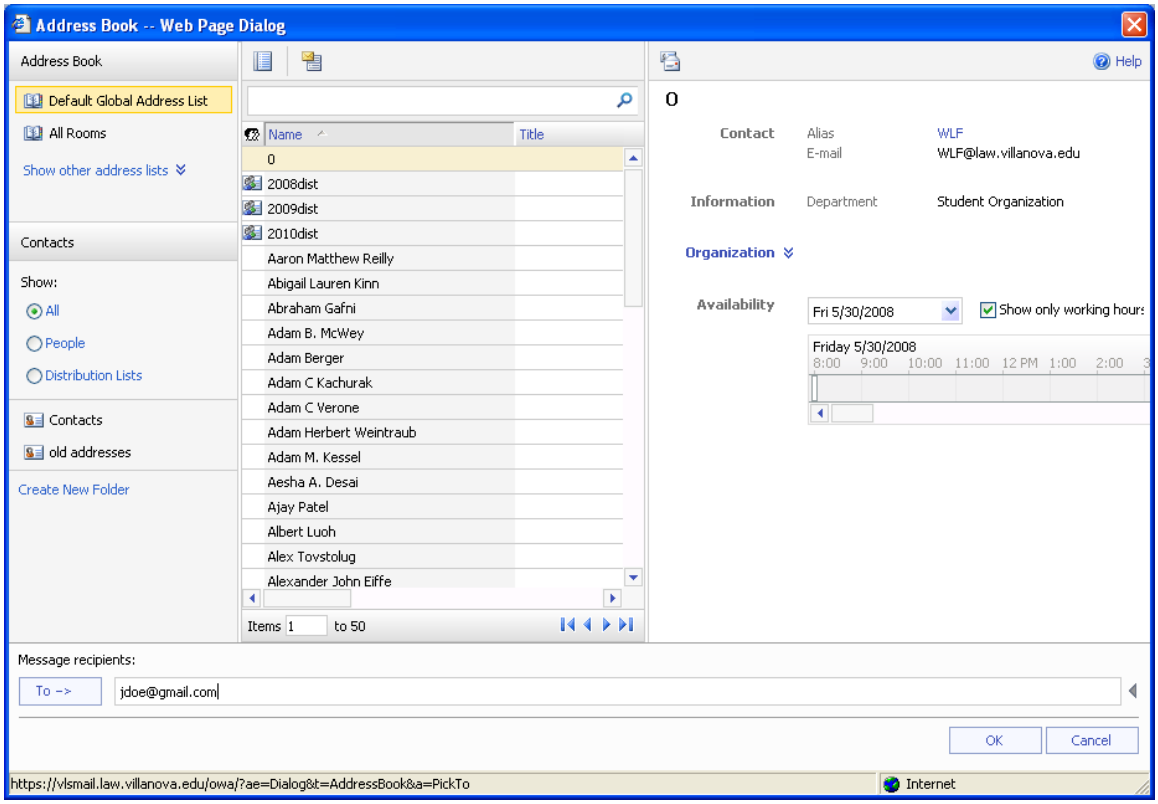


- Give your rule a name, such as forward.
- Then choose forward or redirect.
- Check off the box next to “Redirect the message to people or distribution lists”
- In the middle of this screen click on “people or distribution lists”



---see next page to finish setup---

- You will see the following:



- On the bottom of the window where it says Message recipients:, next to the To→ field enter your desired email address, for example Jdoe@gmail.com

- Then Click OK

- Then Click Save

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