

NOTICE

The forwarding of Chicago-Kent email to external email accounts and/or access to Chicago-Kent email via a mobile device is unsupported services provided only as a convenience to users.

All users of Chicago-Kent email accounts are expected to continue routinely checking and reading email via Microsoft Outlook or Chicago-Kent's Webmail service. Chicago-Kent will not be held responsible for missed information or lost data due to problems associated with external email accounts and/or mobile devices.

Following the procedure described below will send a copy of every single message your Chicago-Kent account receives to the destination address you specify. If the destination address is associated with a mobile device, it is possible the mobile device could run out of space if your Chicago-Kent account receives a large number of messages or several messages with large attachments. Chicago-Kent will not be held responsible for lost data or missed information should this occur.

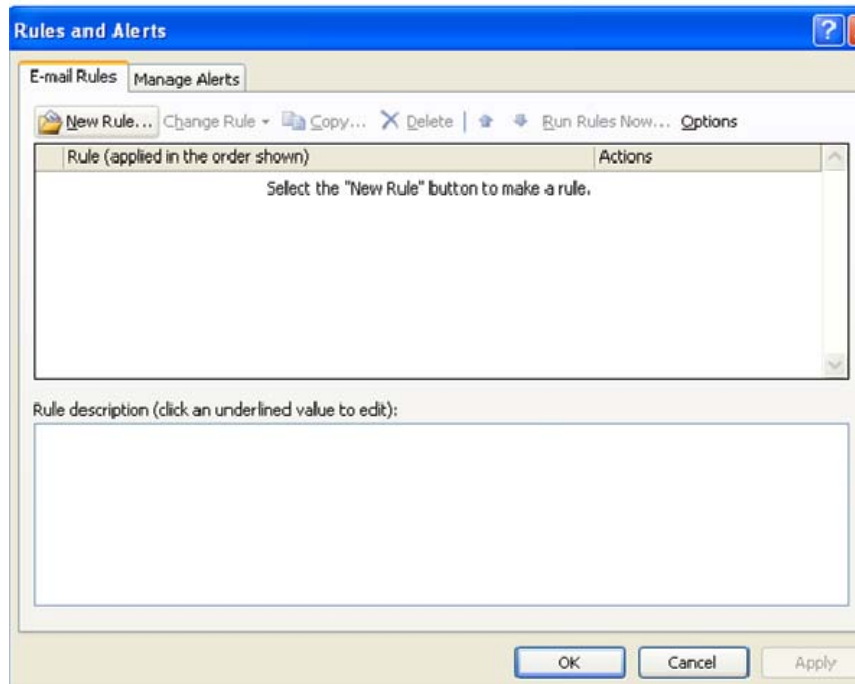
An unlimited bandwidth data plan is highly recommended when using a mobile device to receive copies of Chicago-Kent email or otherwise access your Chicago-Kent email account. Chicago-Kent will not be held responsible for any charges you may incur from usage of your mobile device.

Forward Kentlaw mail to another email address

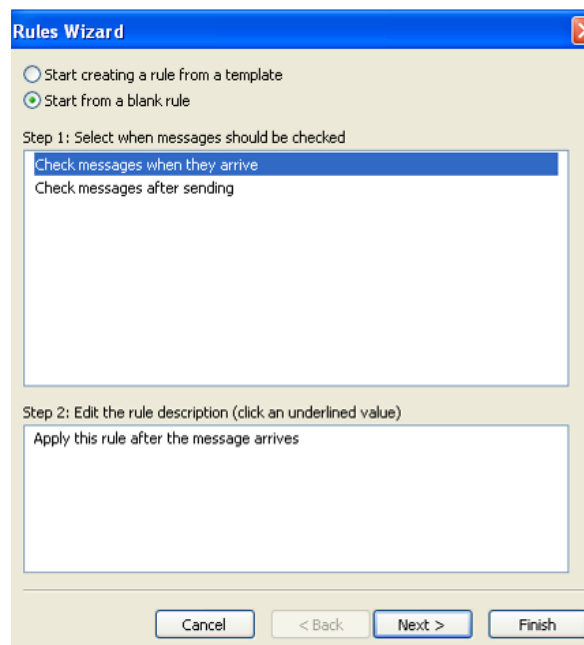
Note: Emails will still be available in your Kent mailbox after creating this rule

Create a new rule in Microsoft Outlook (Webmail will not work)

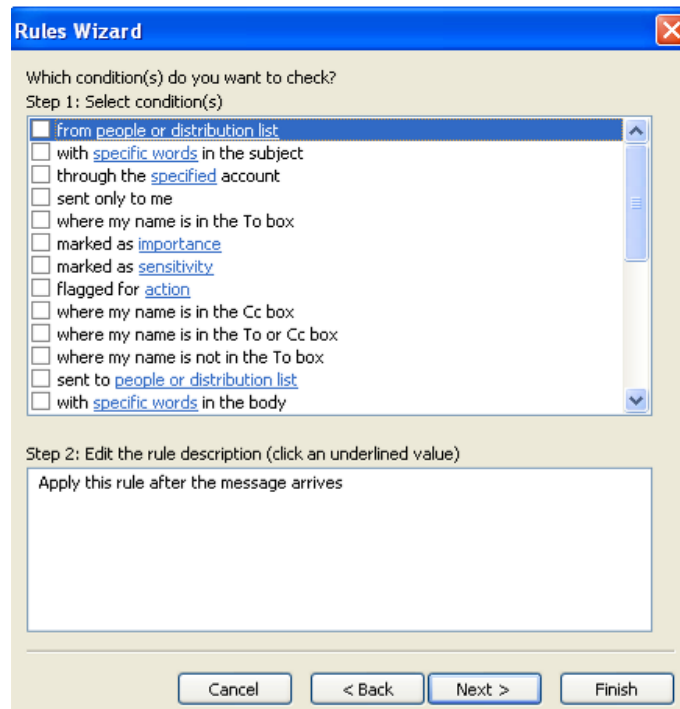
1. Go to Tools, Rules and Alerts and Select New Rule



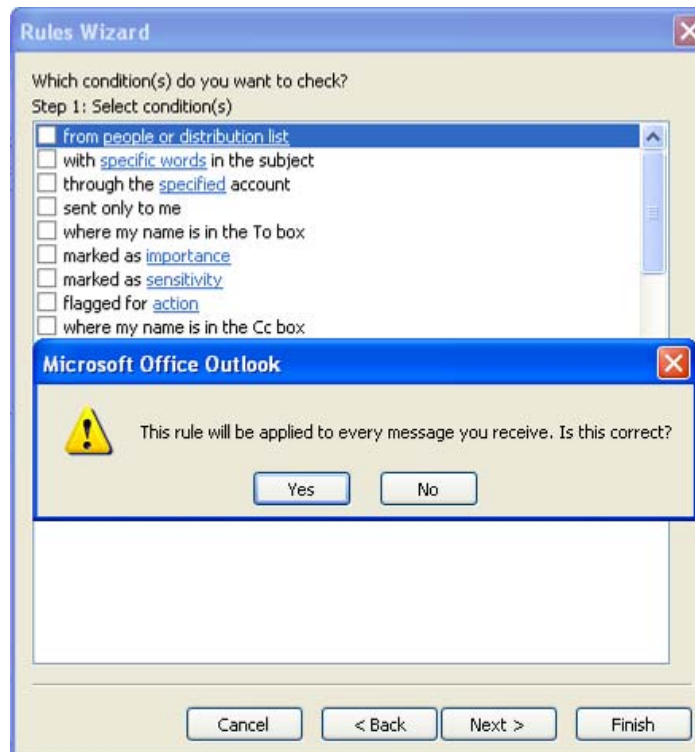
2. Choose Start from Blank Rule and Next



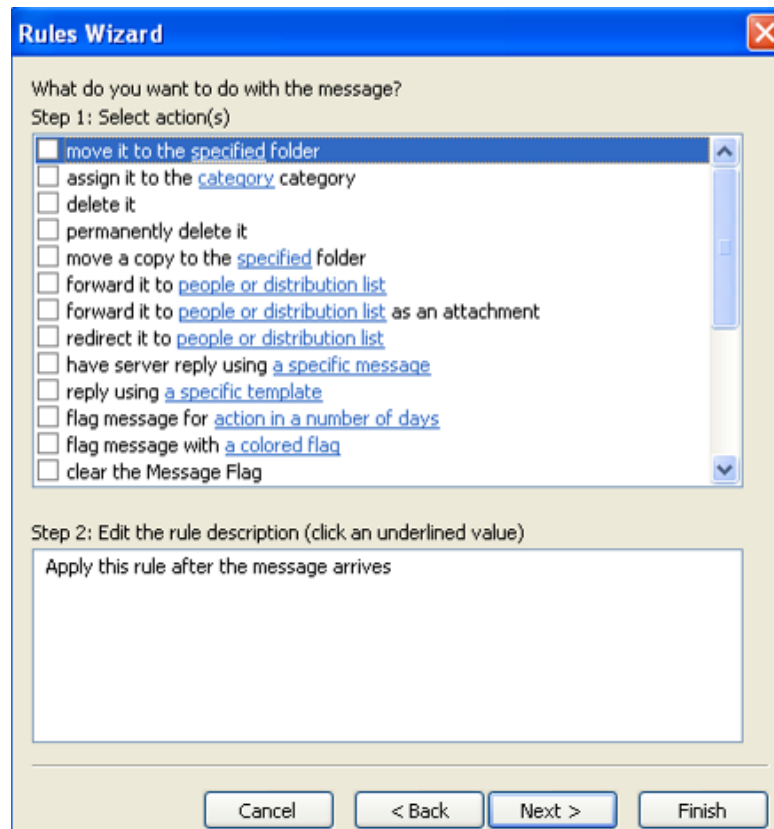
3. Choose Next again



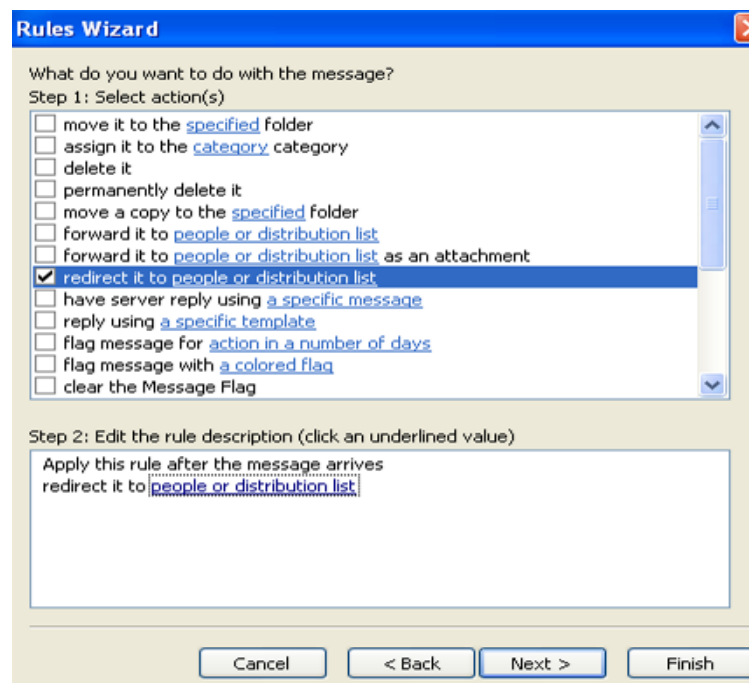
4. Click on Next another time and then click “Yes” on the alert box to apply the rule to every message you receive



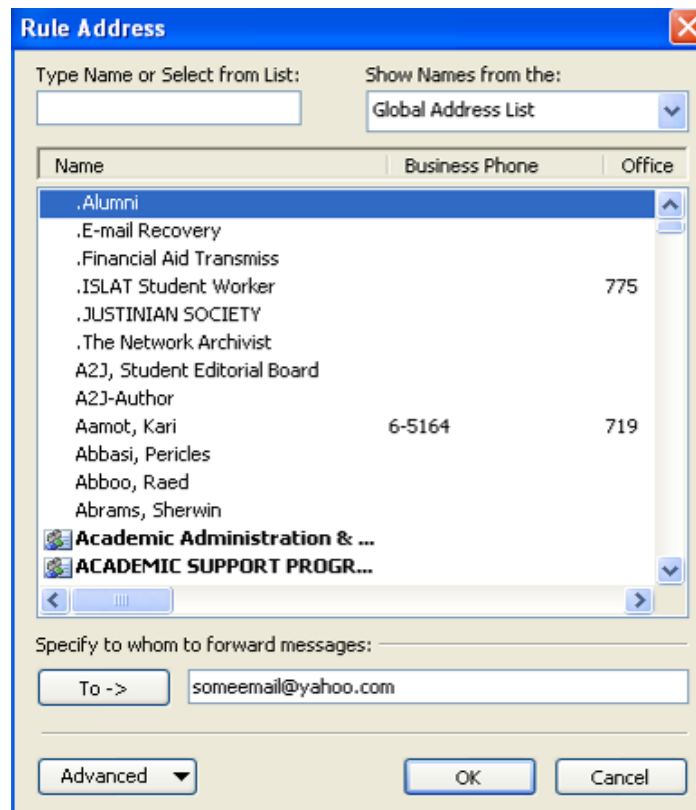
5. Check the box next to “redirect to people or distribution list”



6. After this has been checked click on the words “people or distribution list” in the box for Step 2



7. In the To -> field type the email address that you want copies of all of your Kent messages sent to and click OK



8. Click next **2 times**
9. Specify a name for the rule in the box provided and be sure the box next to "Turn on this Rule" is checked under "Setup Rule Options." Click Finish, Apply, then OK.

