

Forwarding Red Deer College Student Email to a different account

To forward your Red Deer College email using Outlook Web Access (OWA) perform the following:

1. Logon to OWA

Open your web browser and enter the following address into the location or address box:
<https://email.rdc.ab.ca>

When you enter this address and press enter, you will see the following logon screen:



Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

Client (what's this?)

Premium
 Basic

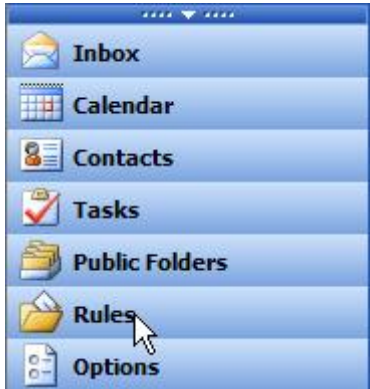
Security (what's this?)

Public or shared computer
 Private computer

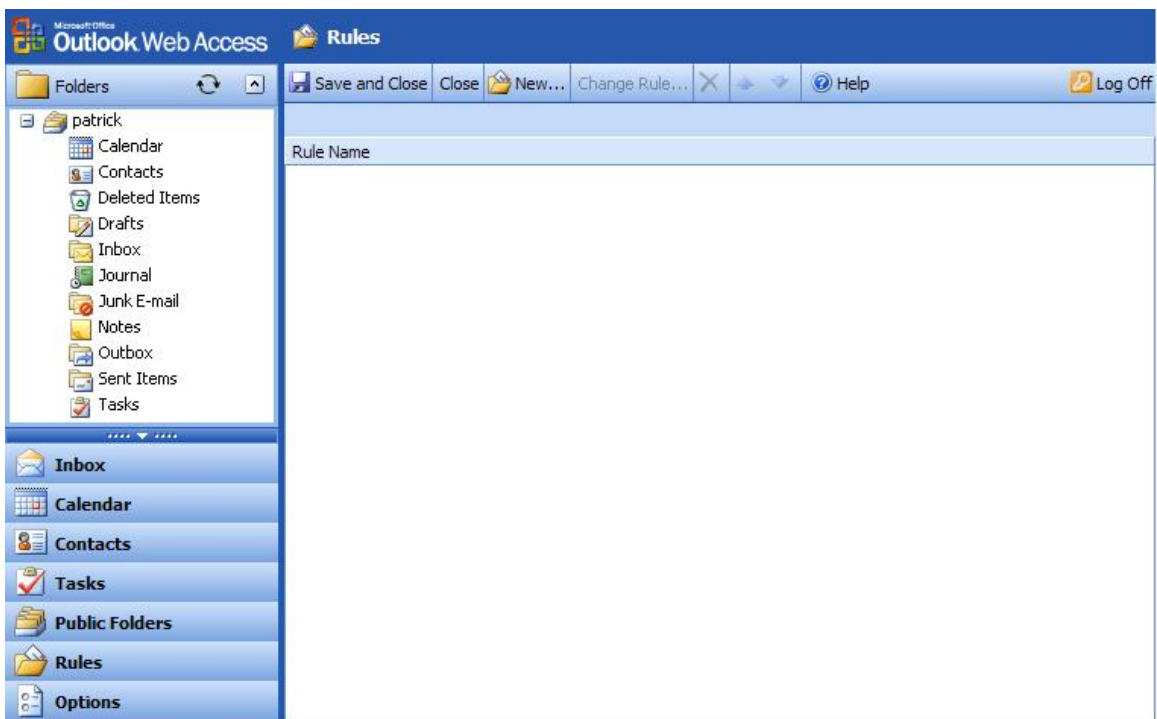
Enter your username and password. The same username and password you use to logon onto computers here at the college (i.e. username: student number without the leading zeros and password: initially set to your birth date YYMMDD)

2. Create a rule to forward your RDC email

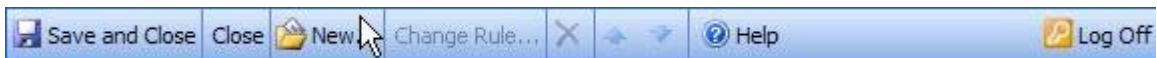
Select **Rules** from the Navigation pane.



You will then have the rules screen as seen below.



From the Rules toolbar select **New**



This will open the Edit Rule window. Enter a **Rule Name** in the space available if desired, select the **Forward it to** option, enter the email address to which you wish to forward your RDC email in the space provided, and if desired check the **Keep a copy in my Inbox** option as seen in the example below.

Save and Close Help

Rule Name (optional)

When a message arrives

Where the

From field contains

Subject contains

Importance is

Sent to

People or Distribution List

Or is Sent only to me

Then

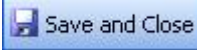
Move it to the [specified](#) folder

Copy it to the [specified](#) folder

Delete it

Forward it to

Keep a copy in my Inbox

When you have completed your new rule click on **Save and Close** . You will then be warned that the rule will apply to every message received by your RDC account as seen below.



Click **OK**

Your RDC email will now be forwarded to the designated email account.