

# HOW-TO: FORWARD YOUR EXCHANGE ACCOUNT VIA OWA

**McCOMBS OFFICE365 & EMAIL MIGRATION: SATURDAY, MARCH 31st (7:00AM - 1:00PM)**



## FORWARDING YOUR EXCHANGE EMAIL ACCOUNT

1. Launch a Web browser and go to <https://outlook.com/owa/utexas.edu>
2. Select the Outlook Web App (OWA) - Access your Austin Exchange Messaging Service (AEMS) mailbox.
3. When prompted, enter your **UT EID** and **EID password** and click **Sign In**.

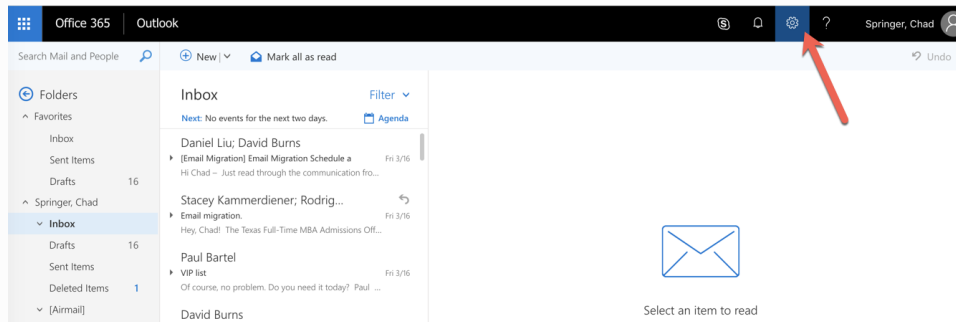
Type your user name and password.

UT EID:

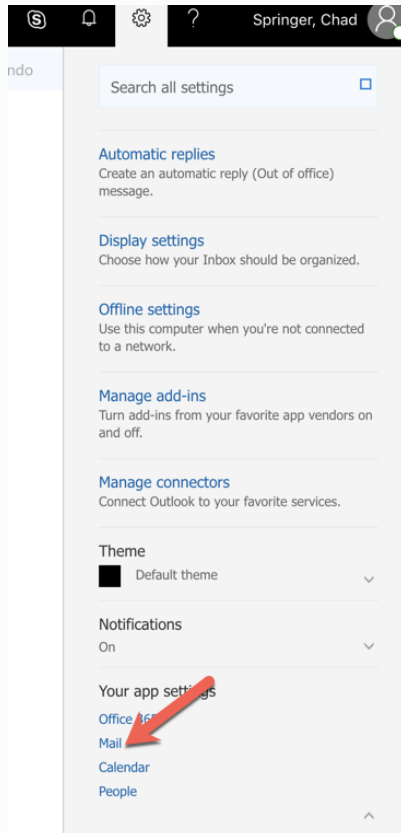
Password:

Unauthorized use of UT Austin computer and networking resources is prohibited. If you log on to this computer system, you acknowledge your awareness of and concurrence with the [UT Austin Acceptable Use Policy](#). The University will prosecute violators to the full extent of the law.

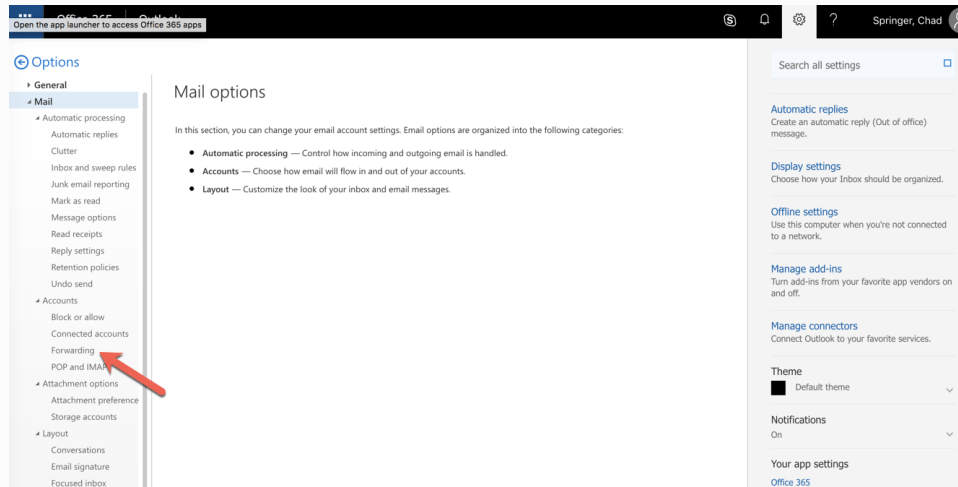
4. Click on the **gear** at the upper-right side of the window.



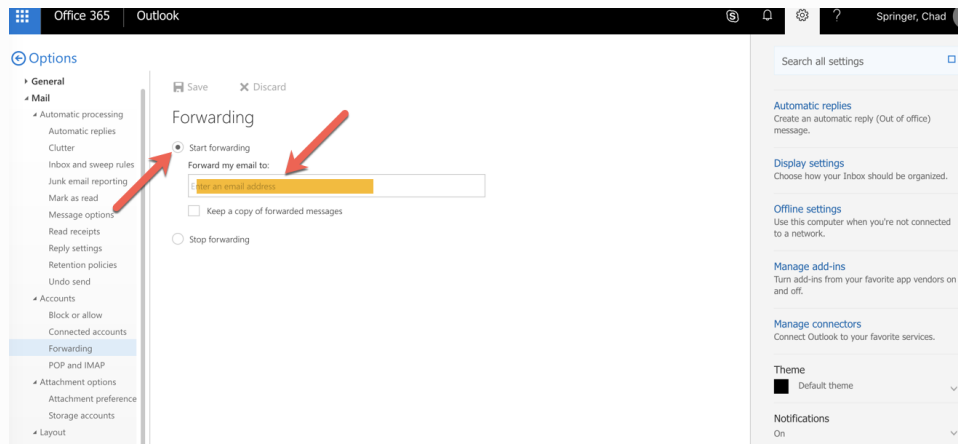
5. Towards the bottom of the settings list click **Mail** under Your app settings.



6. On the left side of the window, under **Mail > Accounts** click forwarding.



7. Enter the address you want to forward to (*UTMail, Gmail, etc...*) and click **Start Forwarding**.



### Manage Email Messages by Using Rules

To learn more about [Using rules to automatically forward messages](#)

## FAQ

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