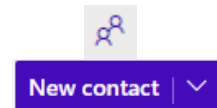


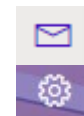
## Forwarding all your Sussex email to your home institution email account:

Set up a rule in your Sussex account as follows - this will only need to be done once. You will need to add your home institution email address to your Sussex account Contacts in order to select it later on; Instructions below.

1. In a browser, go to Outlook.com
2. Log into your Sussex email – in the format [ano123@sussex.ac.uk](mailto:ano123@sussex.ac.uk)
3. Click on Contacts in the left hand column
  - a. Click on the New contact button
  - b. Add your name and your home institution email address
  - c. Click Create

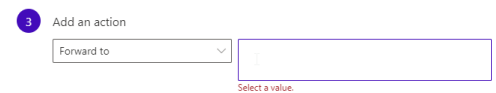


4. Now go to the email page (envelope icon)
5. Top right of the page, go to Settings (gear icon)
6. Select 'view all Outlook settings' at the bottom of the panel
7. Click on Rules



+ Add new rule

- a. Add new rule
- b. Call it 'auto forward all email' or whatever you choose
- c. In the 'Select a condition' box
- d. Scroll down the list and select 'Apply to all messages'
- e. In the 'Select an action' box, select Forward To
- f. Click in the box and start typing your home institution email address, and select it from the list when prompted
- g. Leave the box ticked to say 'stop processing more rules'
- h. Click Save



That's it, from that point on, any email sent to your Sussex email address will be forwarded to your home institution email address.