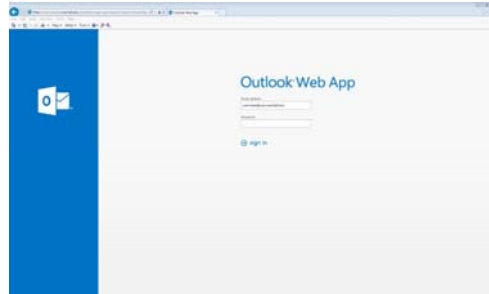# Forwarding MUSOM Exchange email to another email account

Revised 9/7/2015

Log into your MUSOM email by going to: **outlookweb.marshall.edu**

Enter your credentials in this format:

       Username: **username@som.marshall.edu**
       Password: **your Musom domain password**

Once logged in, to the right of your name, in the upper right hand corner, there is and icon that looks like a "gear".

When you click on that icon, it will display a list.
Choose **"Options"**

Under **"Options"** on the left hand side, choose **"organize email".**

You now are at **"inbox rules",** click the **"+"** sign and choose "**create a new rule for incoming message".**

Give the new "rule" a name

"When the message arrives, and: **"Apply to all messages"**

"Do the following": **"Redirect the message to:"** and click on **"Select people"**

On the next screen, at the top is a **"To"** box. Just type the email address you want to forward your MUSOM Exchange email to and then click **"Ok".**

If you need assistance, please contact the Musom Help Desk
304-691-1748
somhelpdesk@marshall.edu

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