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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