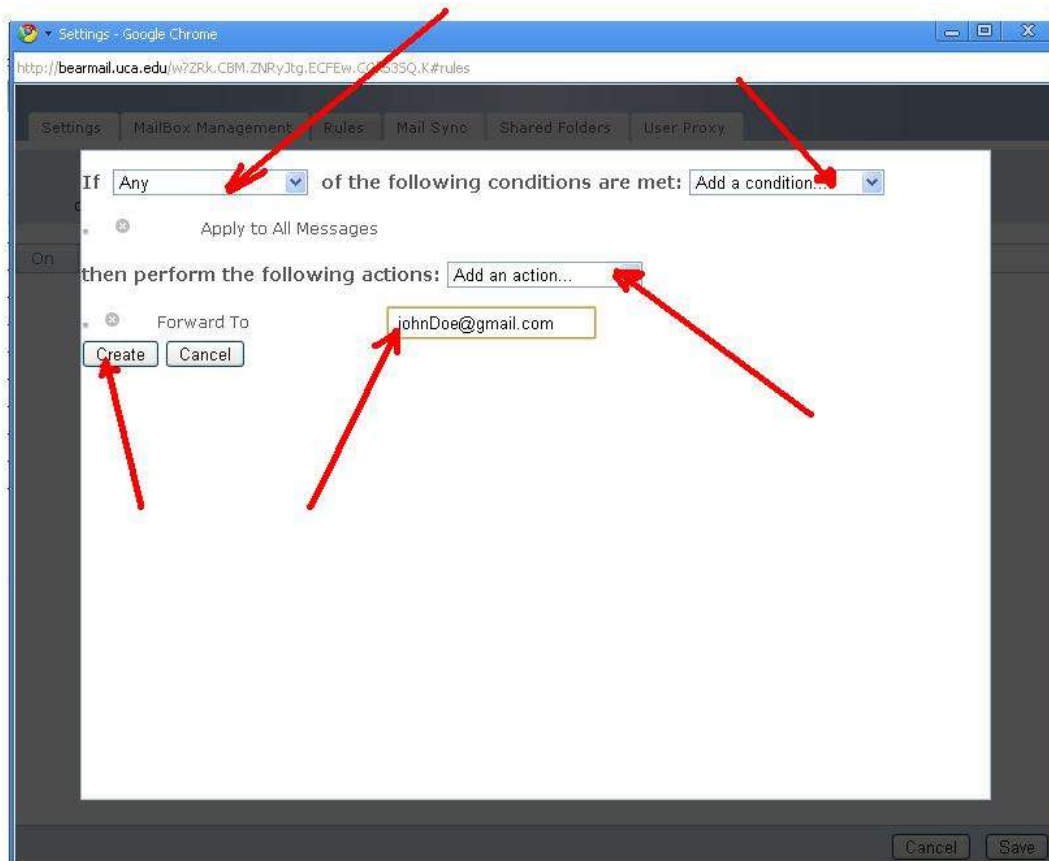


Forward Rule for a student e-mail account.

1. Open Internet Explorer
2. Type the following address: `bearmail.uca.edu`
3. Sign in
4. Select **Settings**
5. Go to **Rules**
6. Select **Create**
7. If **ANY** of the following conditions are met: Under **Add a condition** select **Apply to All Messages**



8. Then perform the following actions: Under **Add an action** select **Forward To**
9. Type e-mail address that you want your messages to be forward to
10. Click on **Create**