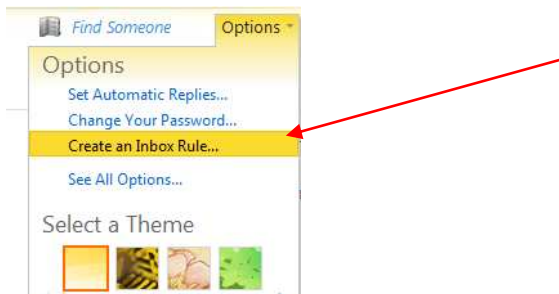
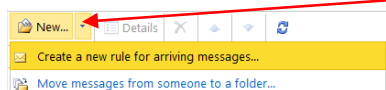


## How to Forward STMU Email

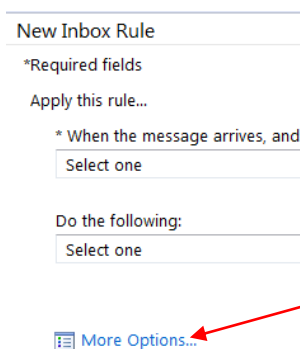
1. Login to StMU Wembail  
<https://mail.stmu.ca/owa>
2. Click 'Options' on the top right
3. Click 'Create an Inbox Rule'



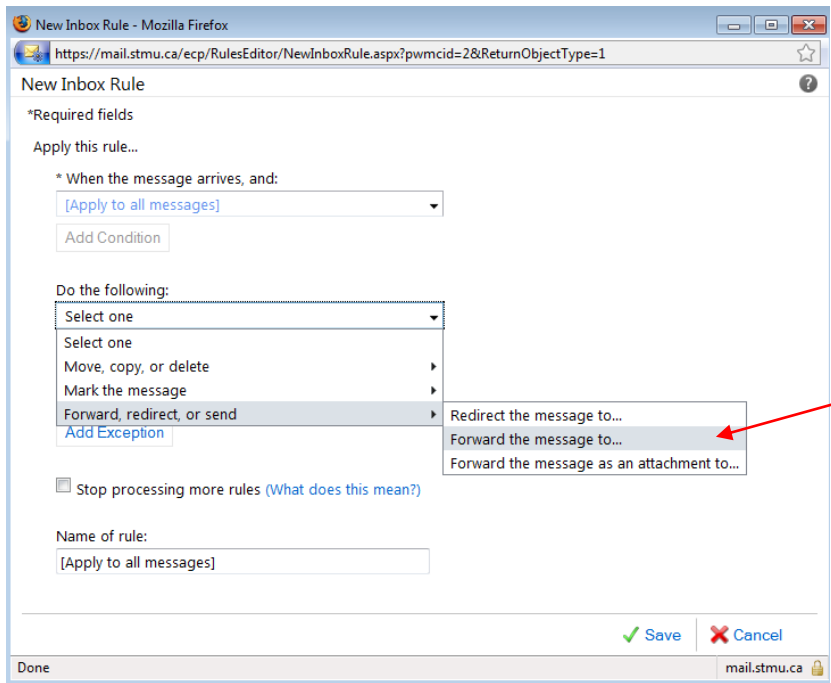
4. Click 'New'
5. Choose 'Create a new rule for arriving messages'



6. Click 'More Options' field



7. Choose 'Apply to All Messages' (as in screenshot below)
8. Choose 'Forward the message to..' (as in screenshot below)



9. Enter the 'To' Address

Message recipients:

To ->

10. Click 'OK'

11. Click 'Save'