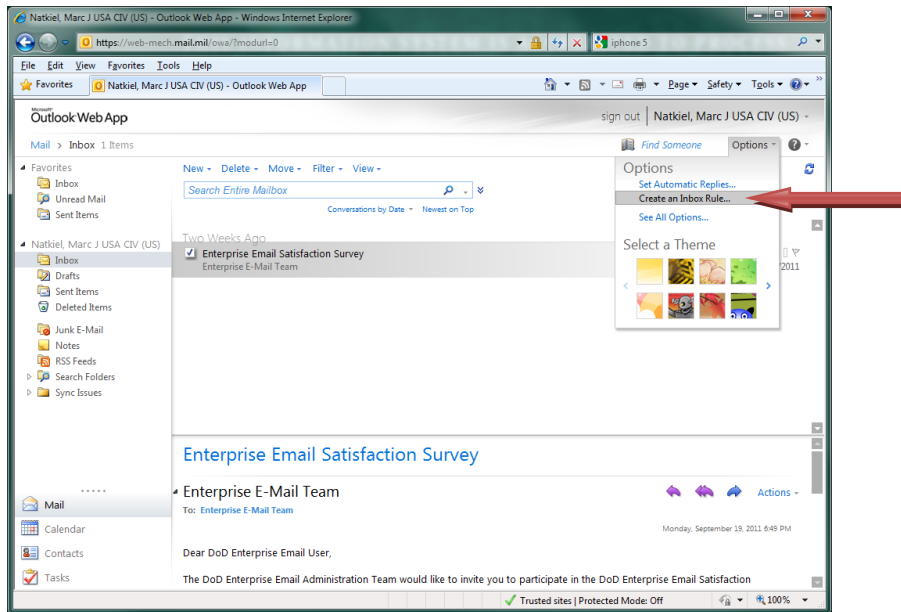
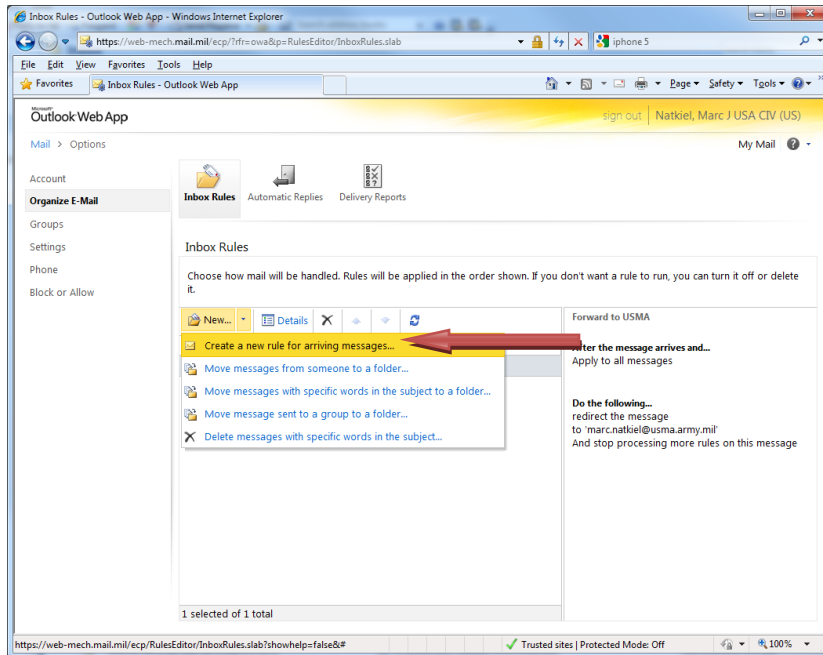


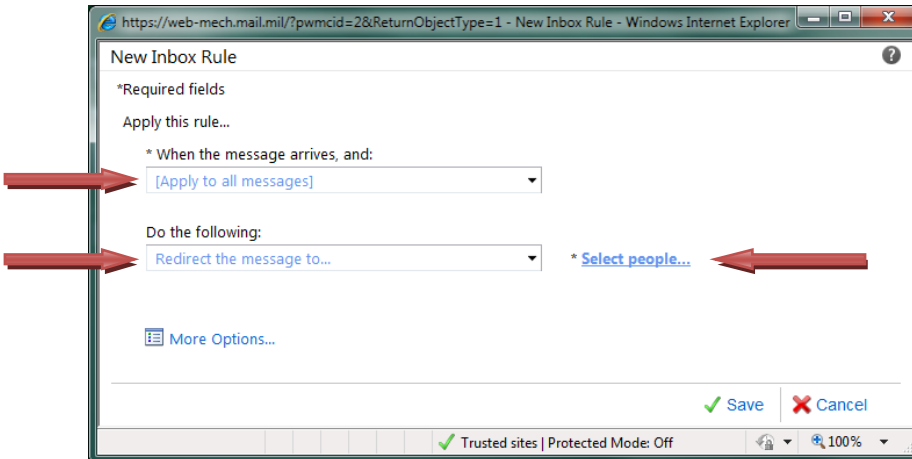
1. Login to the Enterprise Webmail Portal (<https://web.mail.mil>). * If you previously configured the “Automatic Replies” is it up to you whether or not you want to keep it on or turn it off.
2. In the upper right-hand corner select: OPTIONS->CREATE AN INBOX RULE



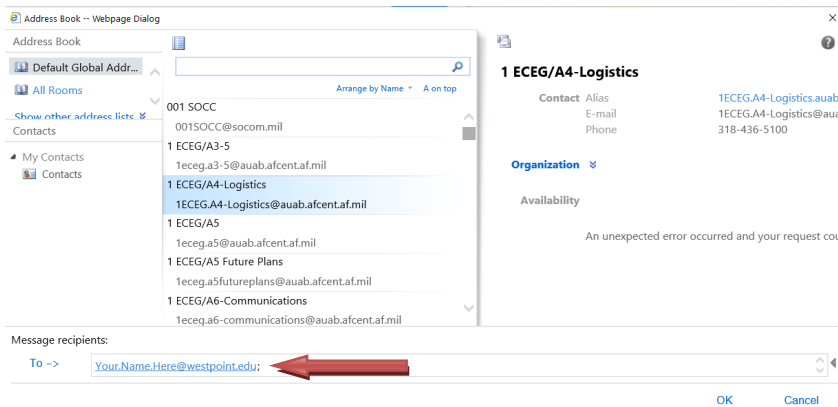
3. Under Inbox Rules select: NEW->CREATE A NEW RULE FOR ARRIVING MESSAGES



4. Select the following:
 - a. [APPLY TO ALL MESSAGES]
 - b. REDIRECT THE MESSAGE TO...
 - c. Click: SELECT PEOPLE

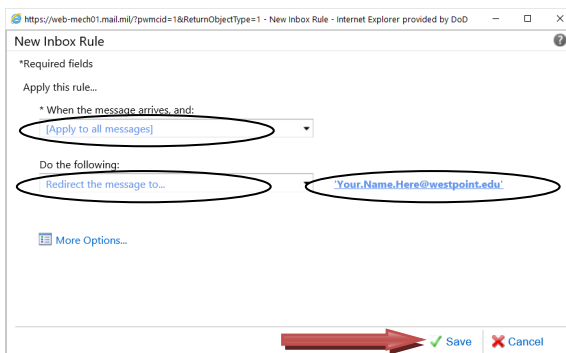


- d. On the bottom type in your @westpoint.edu email address under “MESSAGE RECIPIENTS” and click OK

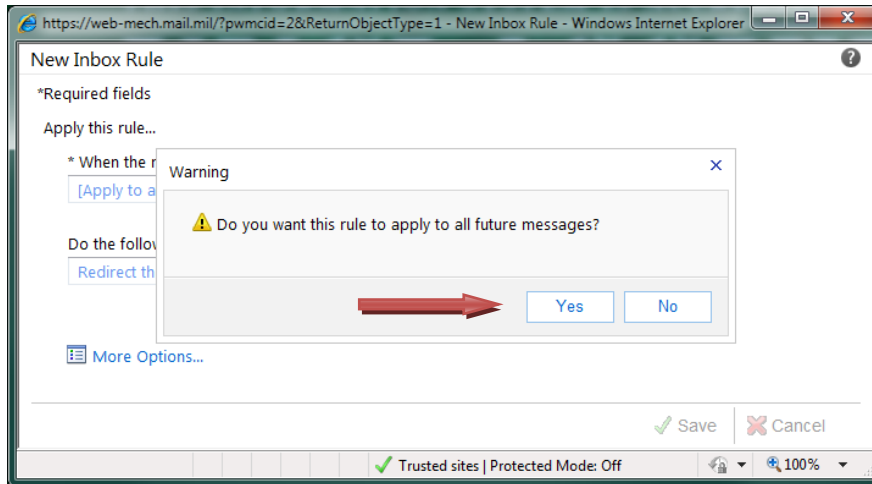


*NOTE be sure to remove the @usma.army.mil email address if you previously used it here.

5. Verify the information is correct and click SAVE



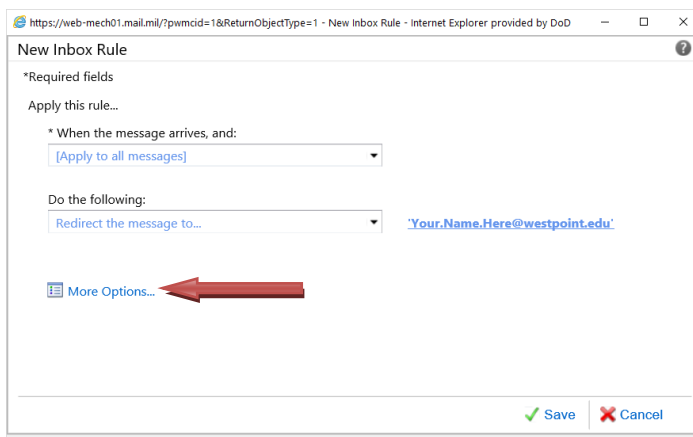
6. Click YES on the warning



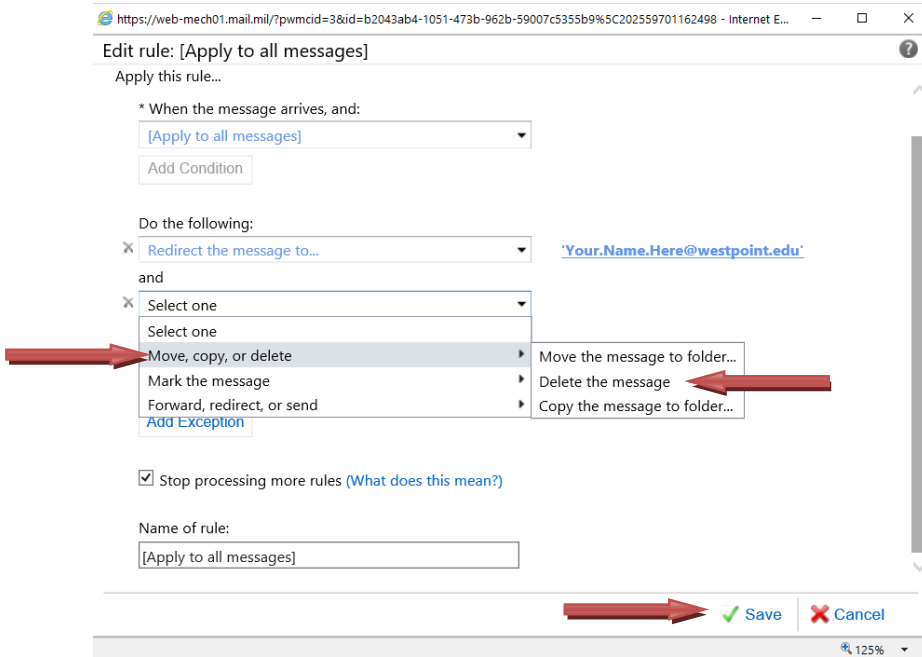
7. You can close out of EE Webmail. Any email sent to your @mail.mil address will now be redirected to your westpoint.edu mailbox.
8. **OPTIONAL** – Delete message from EE after its redirected to westpoint.edu.

When you click “Save” above, a copy of each message will be saved in EE (as well as a copy redirected to your westpoint.edu mailbox) and the EE mailbox will simply fill up if you do not login to it and maintain it. If you don’t want to maintain it or you want to leave your EE mail there, so it remains if you PCS outside of West Point, you **will need to add one more action.**

9. Click “MORE OPTIONS”, then “ADD ACTION”.



10. Choose “MOVE, COPY, or DELETE”, then Select “DELETE THE MESSAGE”, then “SAVE”



11. Sign out of EE email and close your browser.

