How to redirect emails from usma.edu to westpoint.edu

**STEP 1:** Click on *contacts* at the bottom of the outlook page

![Image of Outlook contacts page](image1)

**STEP 2:** Click *new contact*

![Image of Outlook new contact page](image2)
**STEP 3:** Enter in information

**STEP 4:** Click on the mail icon tab at the bottom left of the page and find *rules* at the top center
**STEP 3:** Click *create rule*

**STEP 4:** Click *advanced options*

**STEP 5:** Leave everything blank on the page of options and click *next*
STEP 6: Find redirect it to people or public group and then click people or public group

STEP 7: Click on the right drop down menu, scroll up, and select contacts. Find your new contact that you created and check its box. It should look like this once you have selected your contact:
STEP 7: click *next* and leave everything blank again

STEP 8: Click *next* and select *turn on this rule*, then click *finish*