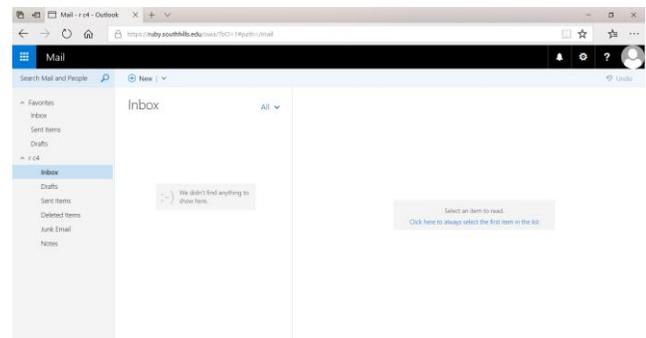
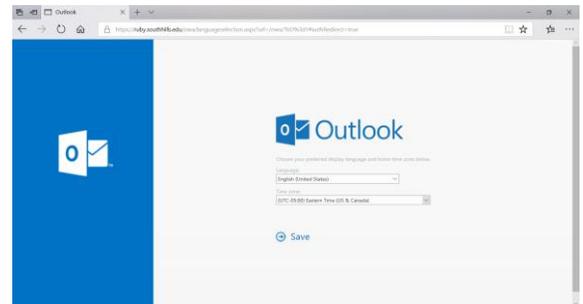
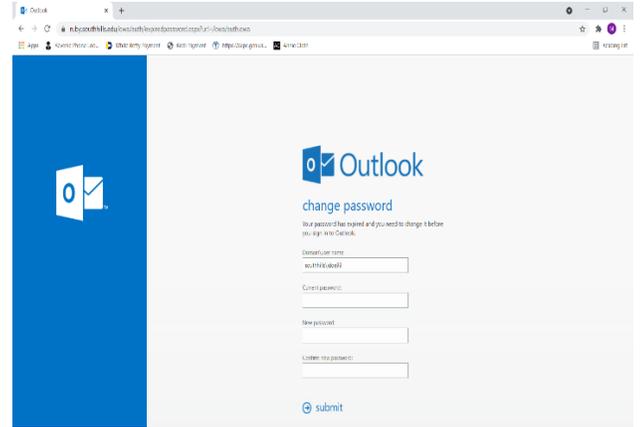


Accessing Your School Email

1. Open a web browser (Chrome, Firefox, Safari, Internet Explorer, Edge), type email.southhills.edu into the address bar, and press the Enter key.
2. In the first text box, you will type **[username]**. Your username is located at the top of your student checklist. Type in your temporary password in the password field and click sign in. Type in your temporary password in the Current password field and create your new password which must be at least 8 characters long and must contain 3 out of the following 4: Uppercase, Lowercase, Number, Special Character and cannot contain any part of your name or username. Note: Changing your email password also changes your Network, Canvas, Student Document Center, and Wireless access password.
3. The first time you access your account, you will be asked to configure your time zone.
4. Once you click the OK button, you will be directed to your inbox. You can send and receive your school related emails here.



How do I automatically redirect all messages to another account?

Redirected messages appear as though they came from the original sender. Use a redirect message rule when you want replies to redirected messages to go to the original sender.

1. In a web browser, sign into Outlook Web App using the URL provided by the person who manages email for your organization. Enter your username and password, and then click **Sign in**.
2. At the top of the page, select **Settings**  > **Options**, and then select the following:
 - **Mail > Automatic processing > Inbox and sweep rules > Click on the + to add**
3. Type a *name* for your rule.
4. Under **When the message arrives**, select **Apply to all messages**.
5. Under **Do the following**, select **Forward, redirect, or send > Redirect the message to**.
6. Enter the email address you want in the **Redirect the message to...** box or choose it from your list of contacts.
7. Choose **OK** to save your selections, and **OK** or **Save** to create the rule.

How do I automatically forward all messages to another account?

Forwarded messages appear as messages that are forwarded by you. Use a forward message rule when you want the replies to go to the address the messages are forwarded from, and not to the original sender.

1. At the top of the page in Outlook Web App, select **Settings**  > **Options**, and then select the following:
 - **Mail > Automatic processing > Inbox and sweep rules > > Click on the + to add a new rule for arriving messages**
2. Under **When the message arrives**, select **Apply to all messages**.
3. Select one of the following, depending on the settings you see:
 - **Forward, redirect, or send > Forward the message to**

OR

- **More options > Forward, redirect, or send > Forward the message to**
4. Enter the email address you want in the **To** box or choose it from your list of contacts.
 5. Choose **OK** to save your selections, and **OK** or **Save** to create the rule.

What else do I need to know about redirect and forward rules?

- A copy of messages that you redirect or forward remains in your mailbox. If you add an action to delete the message, the message goes to your Deleted Items folder and still is counted against your mailbox limit. If you exceed your mailbox limit, you may be blocked from sending or receiving new messages. Forwarding rules also may not work until you delete enough messages to bring the total below your mailbox limit.
- When you create a forward or redirect rule, you can add more than one address to send to. The number of addresses you can send to may be limited depending on your account settings. If you create a rule with more than one address, test it to make sure it works.
- If you do not want a forward or redirect inbox rule to apply to all messages, choose any option other than **Apply to all messages**.
- Your administrator may have blocked the ability to use forward or redirect rules to send mail to some or all domains outside of your own. After you have created a redirect or forward rule, test the rule by sending a message from a third account to your account. Then check the account your rule is set to redirect or to forward messages to.