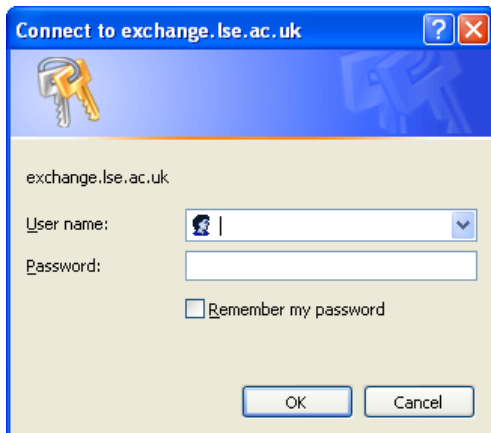
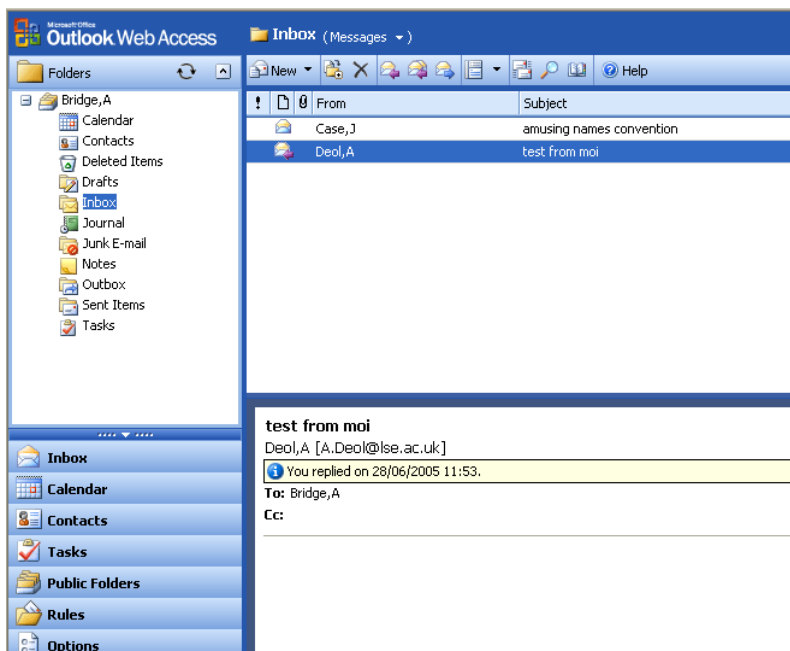


Enter your network username and password in the Connect exchange box.



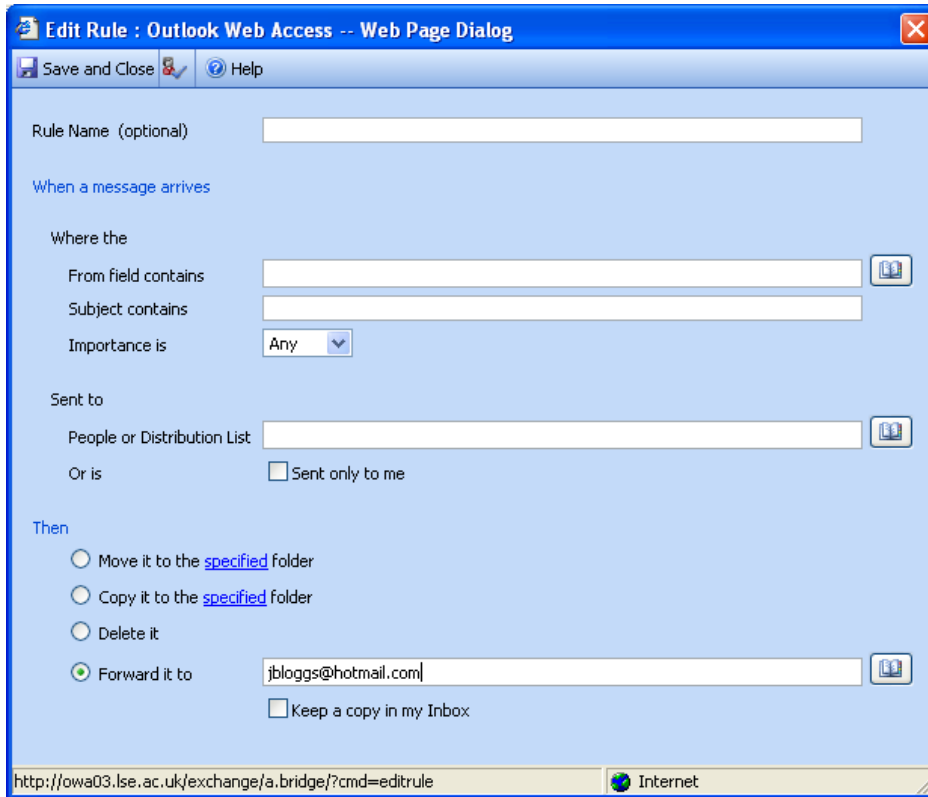
Click on the **OK** button.

At the bottom of the left pane, click on the **Rules** button.



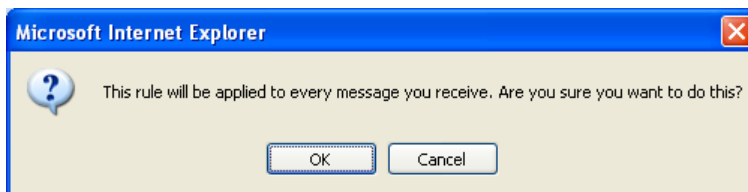
On the Rules toolbar, click on the **New** button to display the Edit Rule dialog box.

Select the **Forward it to** box, click in the text box and specify the address to which you wish to forward incoming mail.



Note: This action only forwards a copy of the incoming mail to the specified destination. The original message will remain in your LSE Inbox. To avoid a build up of forwarded mail in your Inbox, it is recommended that you also remove the tick from the **Keep a copy in my Inbox** box.

Click on the **Save and Close** button. You may be warned that the rule will act on all incoming messages.



Click the **OK** button to display the new rule in the Rule Name column.

