

# Instructions for Re---Directing Central.uh.edu or Exchange account to another email address

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From Internet Explorer or Microsoft Edge, go to <https://email.uh.edu>

**Login to your CougarNet account:**



The image shows the University of Houston CougarNet login interface. It has a red background with the university's name and slogan at the top. Below that, there's a security section with radio buttons for 'This is a public or shared computer' and 'This is a private computer'. A checkbox for 'Use Outlook Web Access Light' is also present. The login fields are labeled 'cougarnet\user name:' and 'password:', with a 'Log On' button to the right. At the bottom, it says 'Connected to Microsoft Exchange' and '© 2007 Microsoft Corporation. All rights reserved.'

UNIVERSITY of **HOUSTON**  
YOU ARE THE PRIDE

Security ( [show explanation](#) )

☒ This is a public or shared computer  
☐ This is a private computer

☐ Use Outlook Web Access Light

cougarnet\user name:   
password:

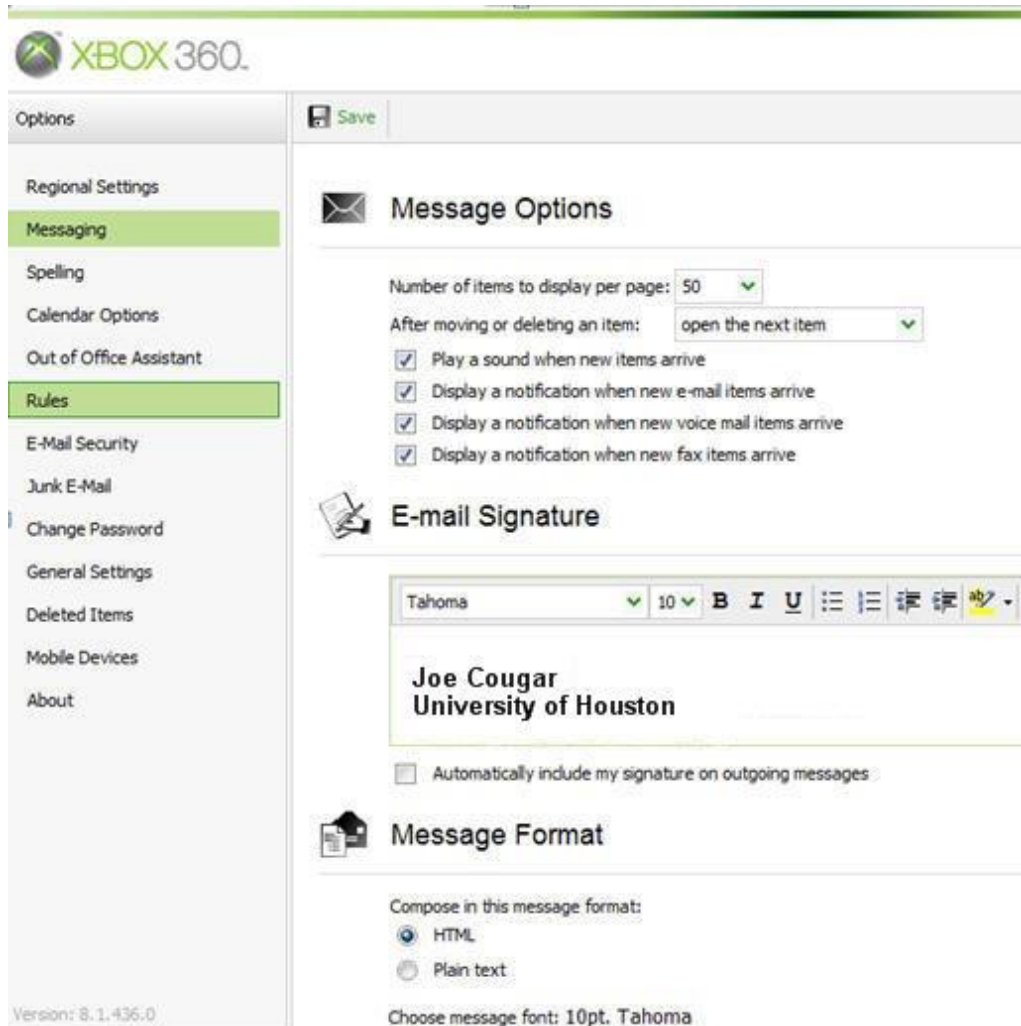
**Log On**

Connected to Microsoft Exchange  
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**Click the Options button on the upper right corner of your screen:**



Click the Rules menu option on the left side panel:



The screenshot shows the XBOX 360 web interface. On the left, a sidebar contains a list of menu options: Options, Regional Settings, Messaging, Spelling, Calendar Options, Out of Office Assistant, Rules, E-Mail Security, Junk E-Mail, Change Password, General Settings, Deleted Items, Mobile Devices, and About. The 'Rules' option is highlighted with a green background. The main content area on the right is titled 'Message Options' and includes a 'Save' button. Below this, there are settings for 'Number of items to display per page' (set to 50) and 'After moving or deleting an item' (set to 'open the next item'). There are four checked checkboxes for notifications: 'Play a sound when new items arrive', 'Display a notification when new e-mail items arrive', 'Display a notification when new voice mail items arrive', and 'Display a notification when new fax items arrive'. Below these is the 'E-mail Signature' section, which shows a signature for 'Joe Cougar' from 'University of Houston'. The signature text is displayed in a rich text editor with a toolbar showing font (Tahoma), size (10), and various formatting options. A checkbox for 'Automatically include my signature on outgoing messages' is present and unchecked. At the bottom, the 'Message Format' section shows 'HTML' selected as the compose format, with 'Plain text' as an alternative. The message font is set to '10pt. Tahoma'. The version number '8.1.436.0' is visible in the bottom left corner.

Options

Save

Regional Settings

Messaging

Spelling

Calendar Options

Out of Office Assistant

Rules

E-Mail Security

Junk E-Mail

Change Password

General Settings

Deleted Items

Mobile Devices

About

Version: 8.1.436.0

Message Options

Number of items to display per page: 50

After moving or deleting an item: open the next item

☒ Play a sound when new items arrive

☒ Display a notification when new e-mail items arrive

☒ Display a notification when new voice mail items arrive

☒ Display a notification when new fax items arrive

E-mail Signature

Tahoma 10 B I U

Joe Cougar  
University of Houston

☐ Automatically include my signature on outgoing messages

Message Format

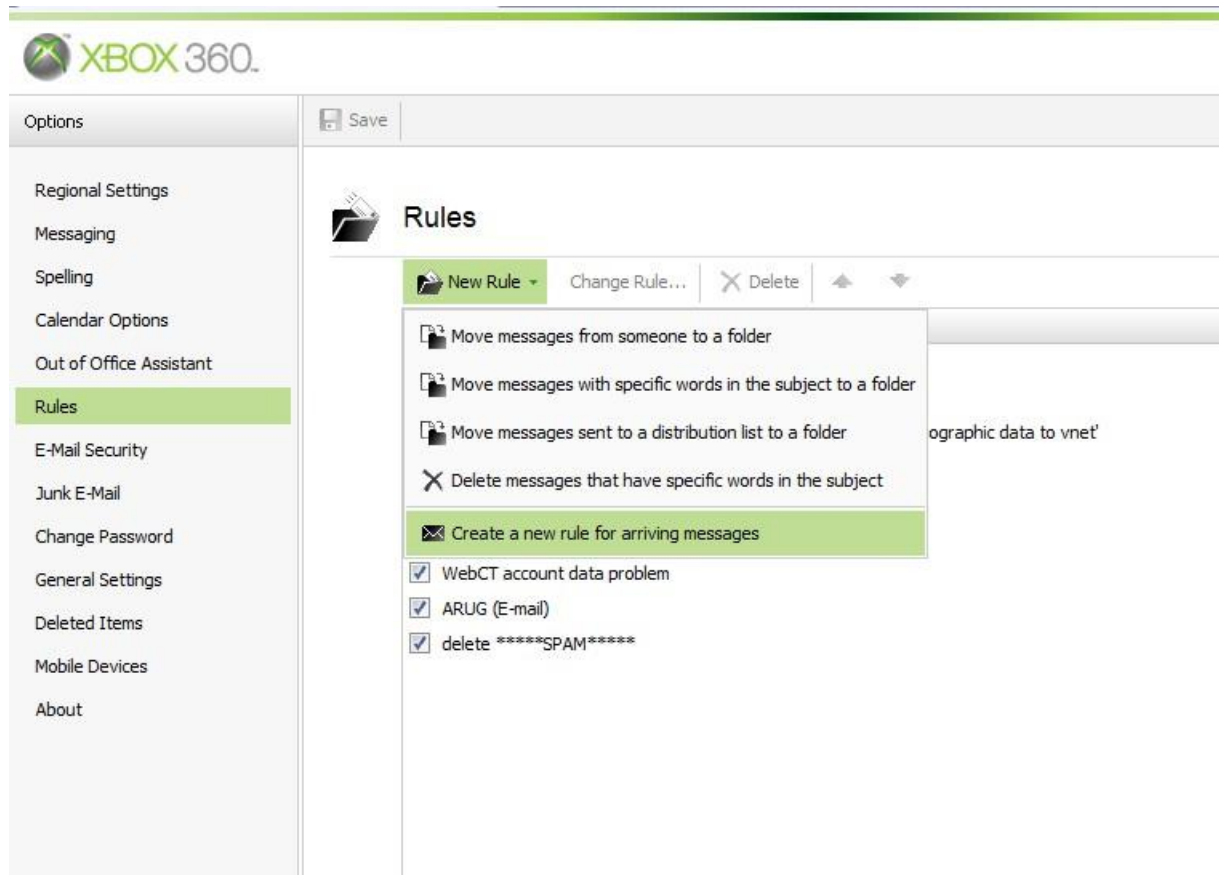
Compose in this message format:

☒ HTML

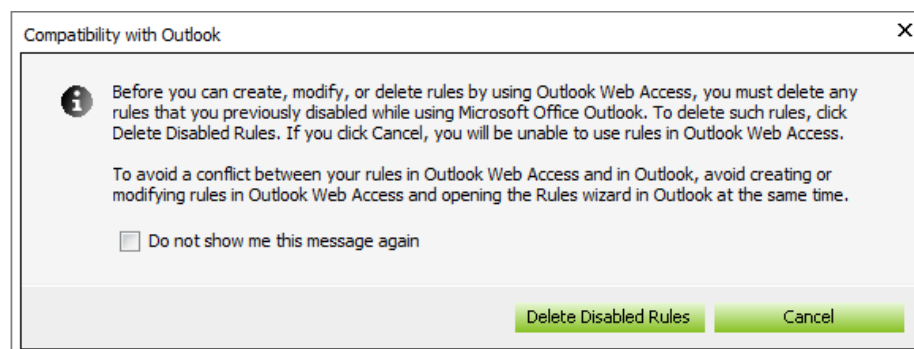
☐ Plain text

Choose message font: 10pt. Tahoma

Click New Rule menu and select “Create a new rule for incoming messages”:

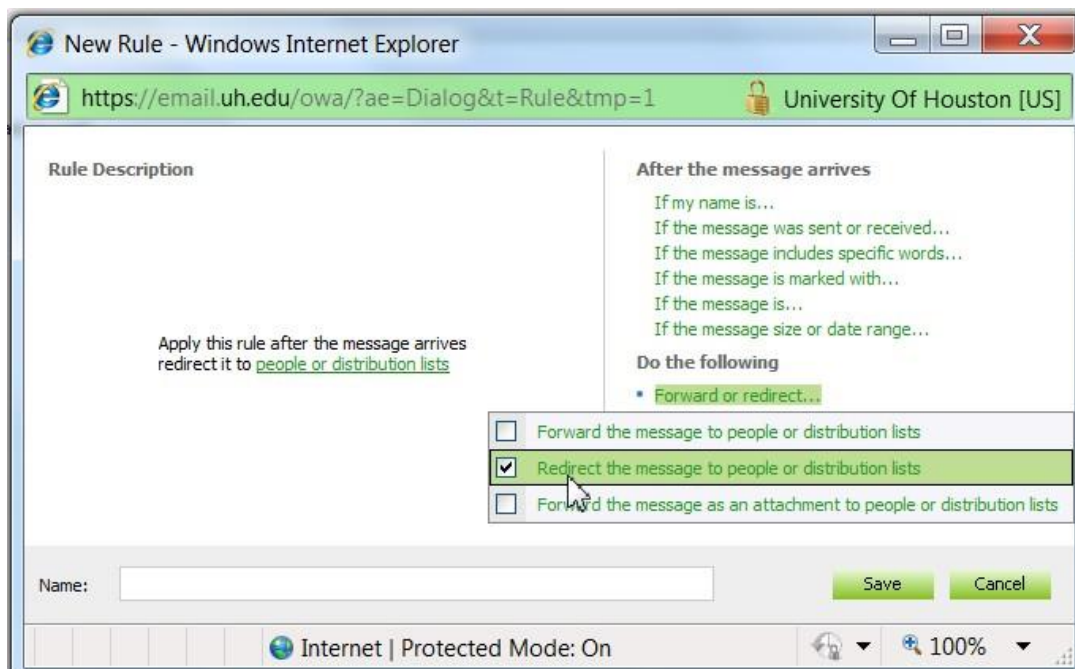


If you receive this message, click the Delete Disabled Rules button:

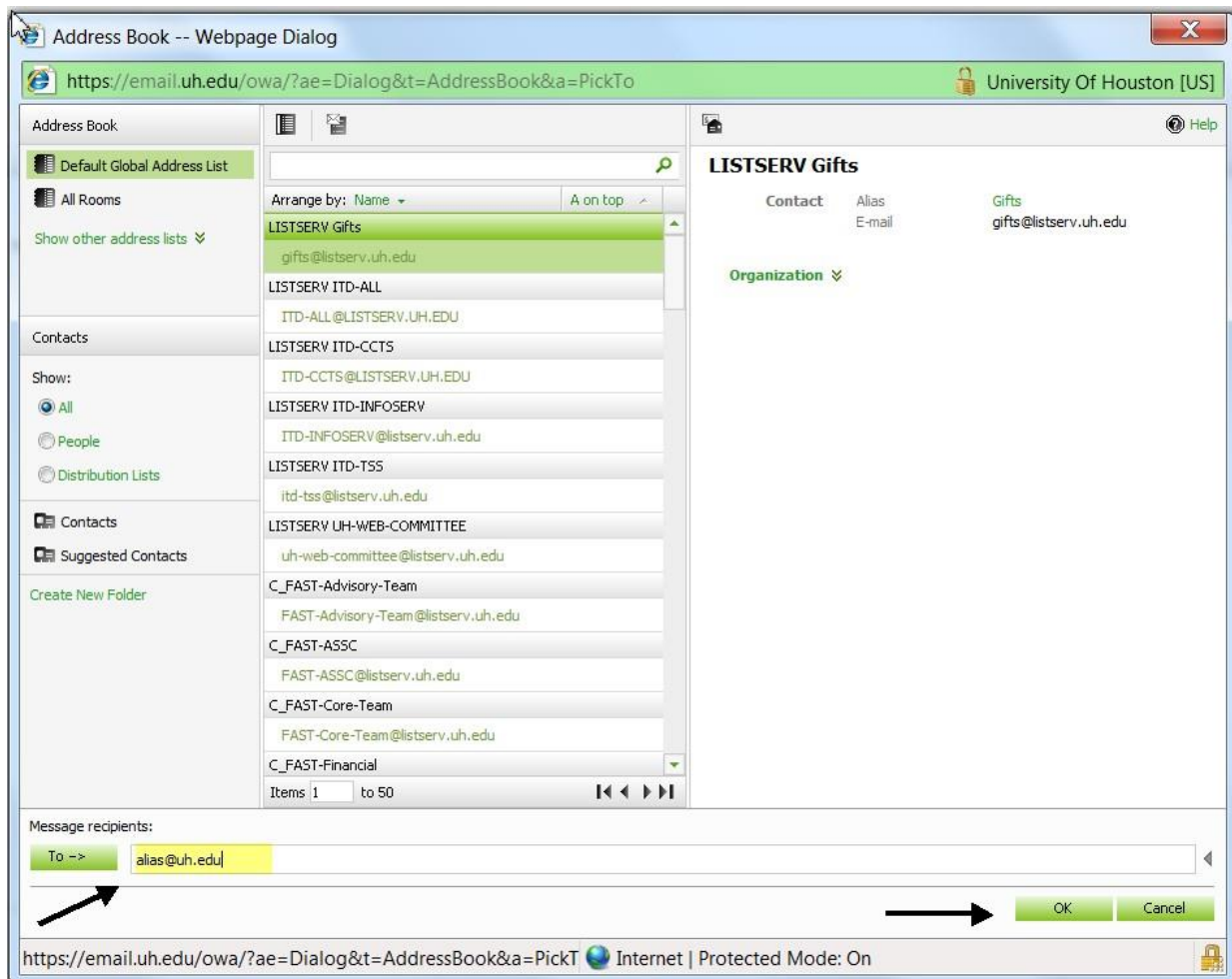


Click once on the “Forward or Redirect” option under “Do the following” heading. Under the selection, click the check box for the middle option, which is “Redirect the message to people or distribution lists”:

While on the same screen, go to the Rule Description and click the “people or distribution lists” link:



At the bottom of the next screen, type in the email address you would like to redirect your emails to in the text box next to the “To →→” button as indicated by the dark arrow. Next, click the OK button:



Click the Save button and you will be asked to give this Rule a Name.

