

# How can I setup a forwarding rule in Omail+ to forward messages in my Omail+ account to my Owens faculty/staff Outlook email account?

1. From the **Omail+** tab, once you have accessed your student/alumni email account, click **Settings** in the upper right-hand corner of the window.
2. In the settings screen, click **Forwarding and POP/IMAP**.
3. Click on **Forward a copy of incoming mail to** and type your Owens faculty email address in the blank area: `firstname_lastname@owens.edu`.
4. Select the option to **keep Omail+ Mail's copy in the inbox**.
5. At the bottom of the screen, click the button to **Save Changes**.

Any email sent to your student/alumni email address will now be automatically forwarded to your Owens **Outlook** e-mail account. It will also keep a copy of the same message in your **Omail+** account.

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<https://www2.owens.edu/faq/entry/33/>