Exchange Voice Mail

How to Set Up a Rule to Forward Voice Messages

You can have your voice messages forwarded to individual or group email accounts.

1. Go to exchange.umich.edu and sign in to Outlook Web App (OWA) with your 10-digit phone number and OWA password. (If you do not remember your OWA password, contact itcom.csr@umich.edu to have it reset.)

2. Click the settings icon in the upper right corner and select Options in the dropdown menu.

3. Select organize email in the left menu of the options page.

4. Under inbox rules, click the plus sign (+) to create a new inbox rule.

5. Select Create a new rule for arriving messages…

6. A form called new inbox rule will open.

7. Type a name of your choosing for the new rule; for example, Forward to Group.

8. Under When the message arrives, and: select [Apply to all messages]

9. Under Do the following: select Redirect the message to...

10. Your Contacts page will open.

11. Type the full email address of the individual(s) or group(s) to receive the messages in the To: field in the upper left corner. You can enter multiple addresses.

12. Click OK.

13. In the new inbox rule form, click Save.

14. After Do you want this rule to apply to all future messages? click Yes.

You now have a rule that forwards all your voice messages. To disable the rule, go back to organize email and uncheck the box next to the rule. To remove the rule, select the Rule and then select Delete.

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