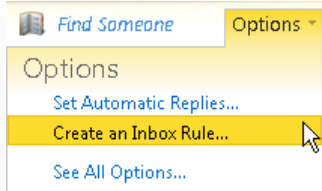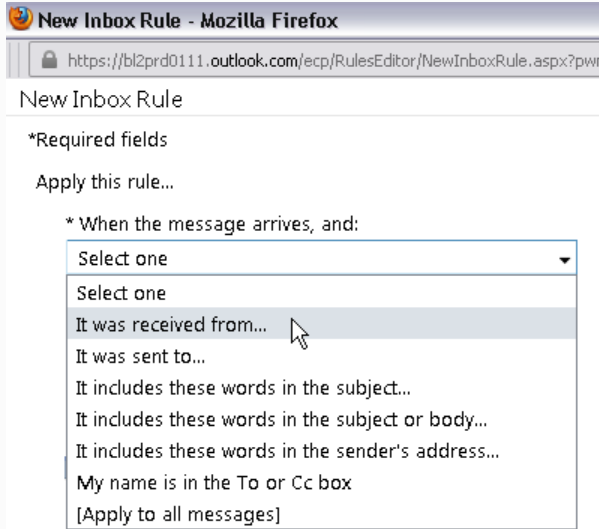# Forwarding Financial Aid Emails to Another Email Address
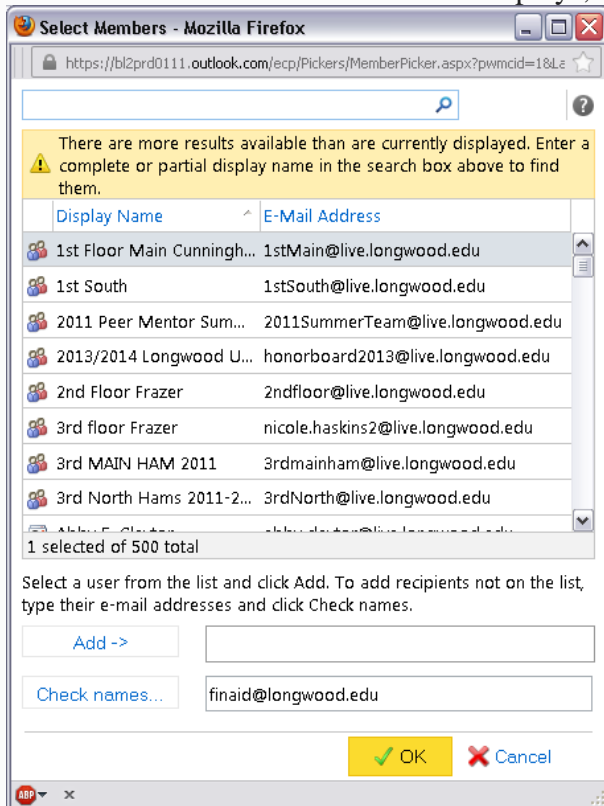
1. Click on Options located on the top right of the Live Mail screen.
2. Click on "Create InBox Rule" on the menu that appears.

3. Click "New" and on the New Inbox Rule window, in the first dropdown box, click "It was received from…"

4. On the Select Members window that displays, type "finaid@longwood.edu" and then click OK.

5. In the second drop down box select "Redirect the Message To"
6. On the Select Members window, type the email address you would like the emails forwarded to in the "Check Names…" box and click OK.
7. Click "Save" to complete the task.