


# Instructions to setup and personalize your new HCH work email.

Congratulations on opening your new HCH work email!

Here are some things we suggest that you do.

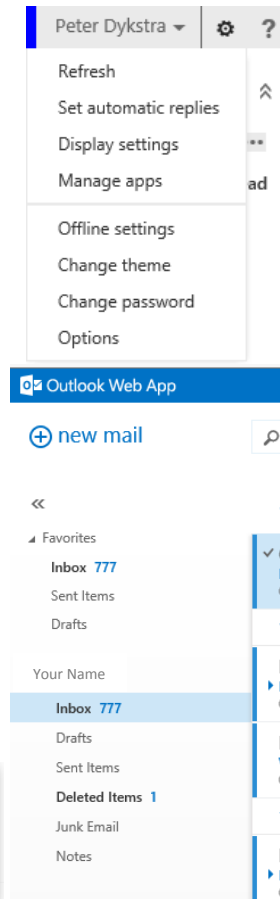
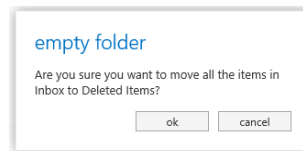
## 1. Change your password.

- Left-Click on the  (gear) beside your name in top right hand corner (beside the ?)
- A list of options should appear. Click on Change password and it will ask you for the old password (the one on your letter) and then your new password according to the instructions.


## 2. Empty your inbox:

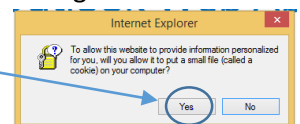
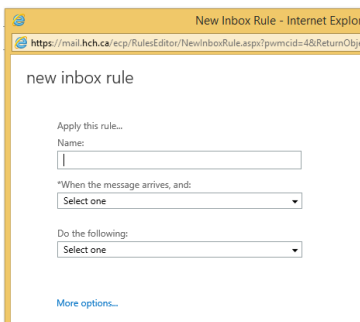
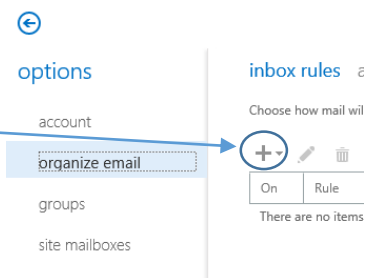
For most of you there will be 700 plus emails already in your box. Without explaining why you have so many you can easily delete these by following these easy steps: (check the latest 10 or 15 before you delete them i.e. Surge learning notices)

- The left column should look like the picture on the right. You will see that there are 777 emails to start – none of them are necessary to read.  
Under your name you will see Inbox. Right click on it and select “empty” from the drop down box.
- A warning box appears “Are you sure” – left click on ‘ok’ and all those emails will disappear.



## 3. Some of you have your own personal email and really don't want to check your work email separately, or perhaps you will forget to check it. You can set up your work email to forward all the mail that comes to it to your own personal email. You do this by setting up a rule in your work email. Follow these steps to do that:

- Left-Click on the  (gear) beside your name in top right hand corner – the same as you did for changing your password.
- Left click on ‘options’, then left click on ‘organize email’
- Left Click on the ‘+’ and a drop down menu opens. Left click on the first option ‘choose the first option ‘create new rule for arriving messages’. This opens a New Inbox Rule box
- In the box under ‘name’ type ‘Redirect all email’. Under ‘When the message arrives, and:’ left click on ‘select one’ and left click on ‘[apply to all messages]’ Under ‘Do the following:’ left click on ‘select one’ and left click on ‘redirect the message to...’ which will open another outlook web page with a message to which you click on the ‘yes’.
- That opens what looks like a new email. Type the email address you want these emails to go to beside the ‘To’ and then click ‘OK’



- This brings you back to the New Inbox Rule box. Left click on the ‘save’ button and then on the ‘yes’ button on the warning message that says ‘Do you want this rule to apply to all future messages? Congratulations, all emails coming to your work email will be directed to your personal email address.