
Automatic Forwarding of Email from One Account to Another

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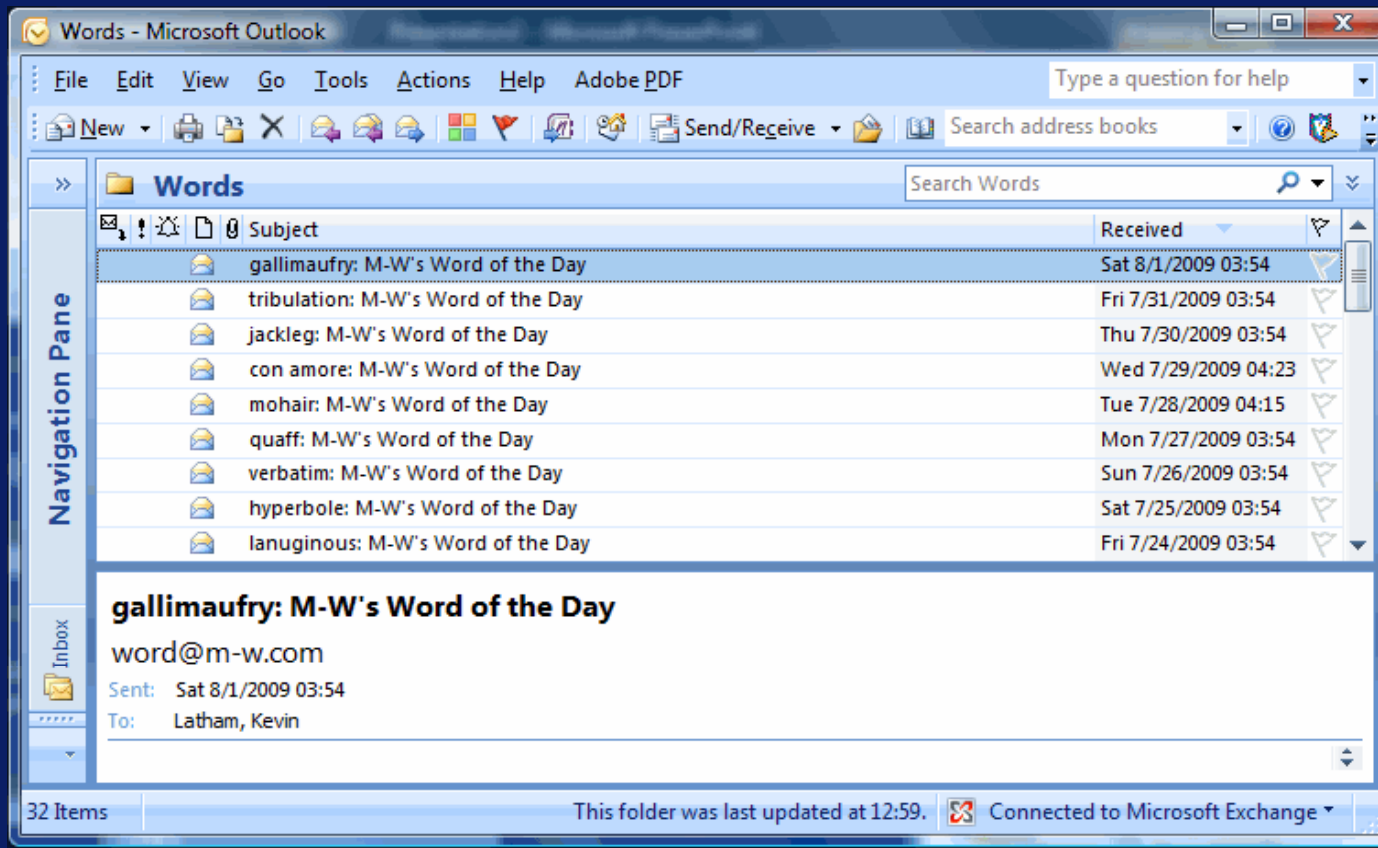


Objectives

- ▶ This presentation will explain how to automatically forward email from your St. Mary's account to another email account of your choice
- ▶ The procedures in this presentation assume you are logged into your St. Mary's email account in Microsoft Outlook

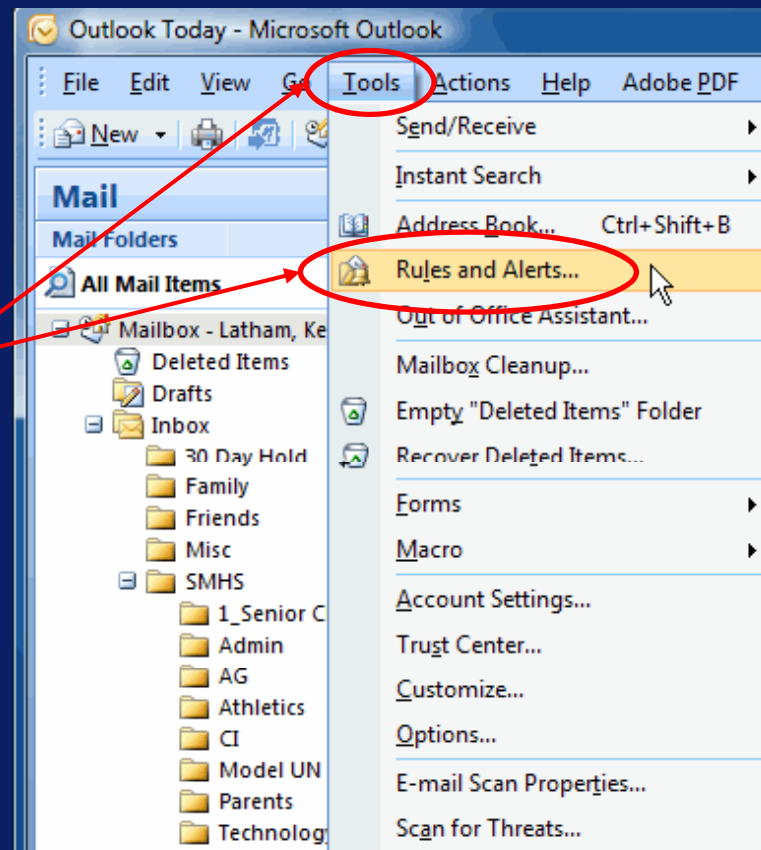


Begin in Outlook at the main email screen



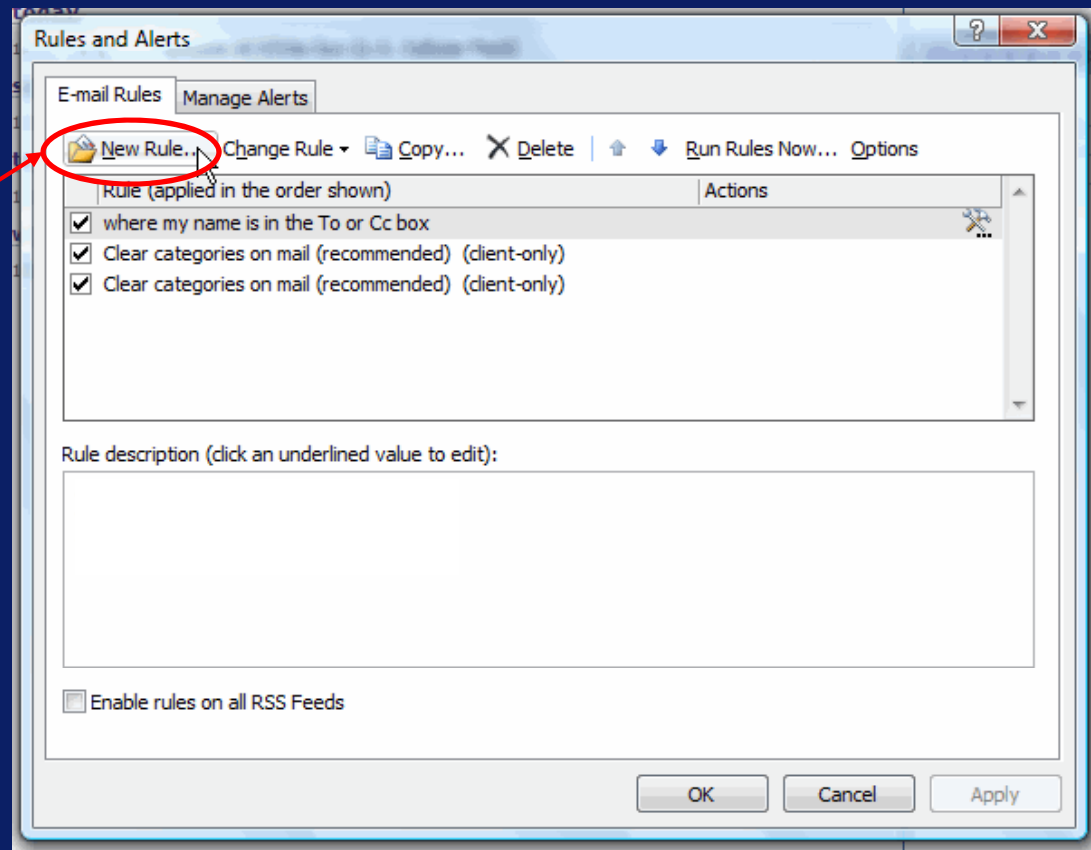
From the “Tools” menu, select “Rules and Alerts...”

- Select “Rules and Alerts...” from the Tools menu
- That will open the Rules and Alerts window



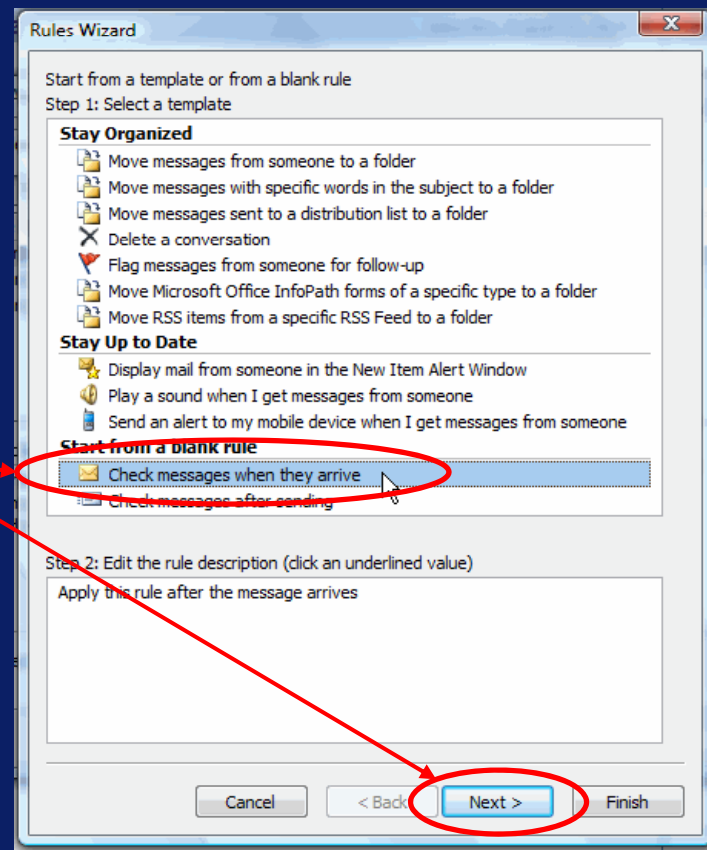
On the “Rules and Alerts” screen, select “New Rule...”

- Select “New Rule...”
- The Rules Wizard will open



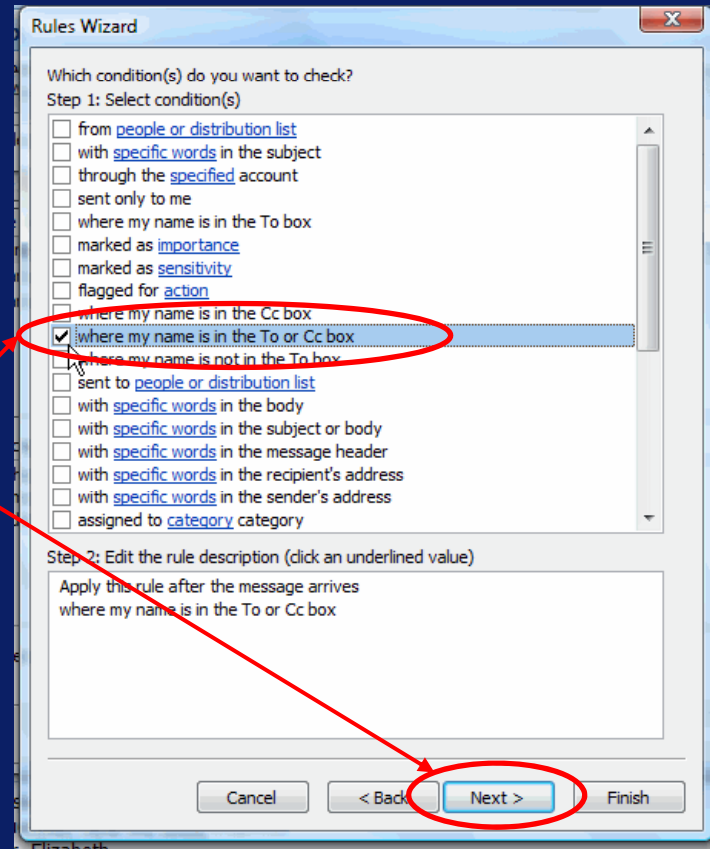
On the Rules Wizard Screen, select “Check messages when they arrive”

- Select “Check messages when they arrive”
- Select “Next”



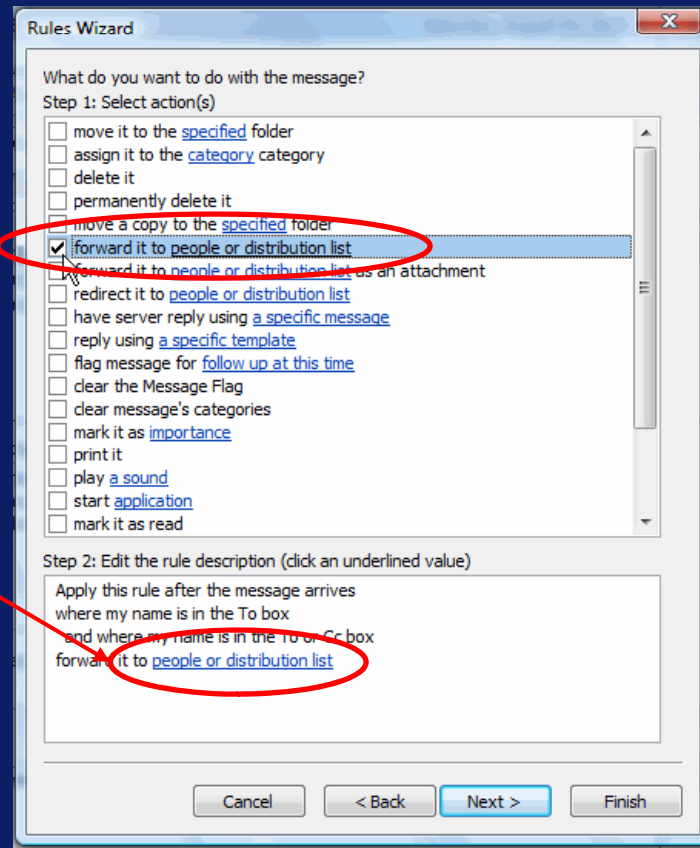
Check the box “where my name is in the To or Cc box”

- Check the box “where my name is in the To or Cc box”
- Select “Next” again



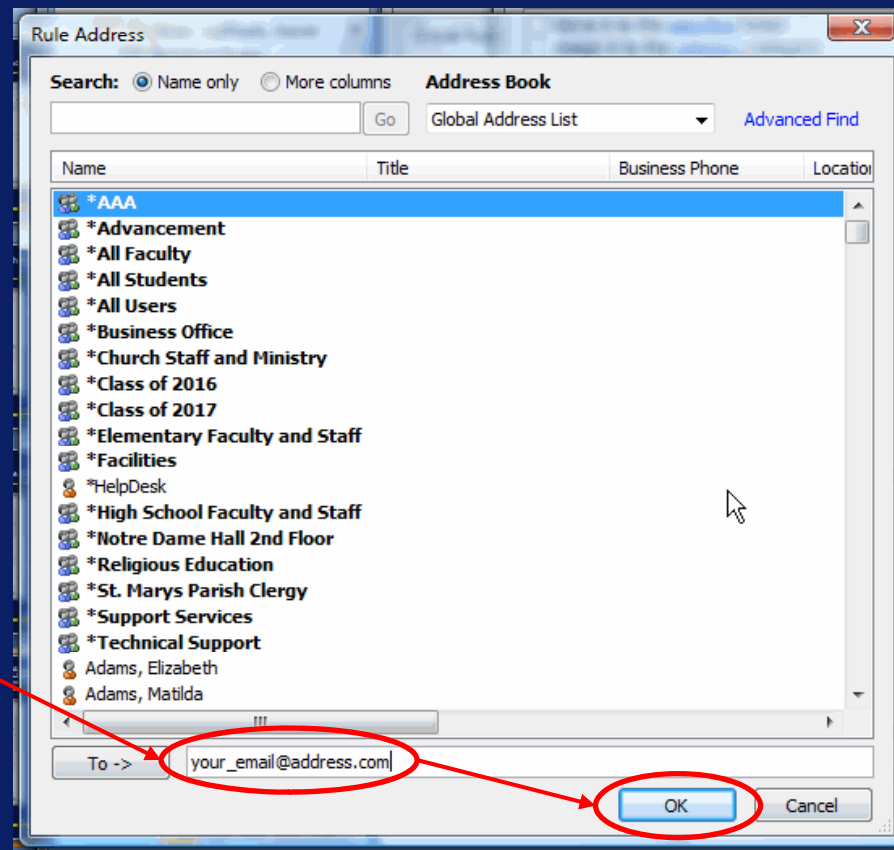
Check the box “forward it to people or distribution list, then, below, in Step 2, click the underlined words “people or distribution list”

- Check the box “forward it to people or distribution list”
- In the Step 2 section, select “people or distribution list”
- That will open the Rule Address window



At the bottom of the “Rule Address” window, enter the address you want your email to be forwarded to

- Enter preferred email in the To box
- Select OK



Check your work and select “Finish”

- You can name your rule or just leave it as is

- Be sure to turn your rule on by checking this box

- Check your rule description, then select Finish

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule
where my name is in the To or Cc box (1)

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
where my name is in the To or Cc box
forward it to your email@address.com

Cancel < Back Next > Finish

