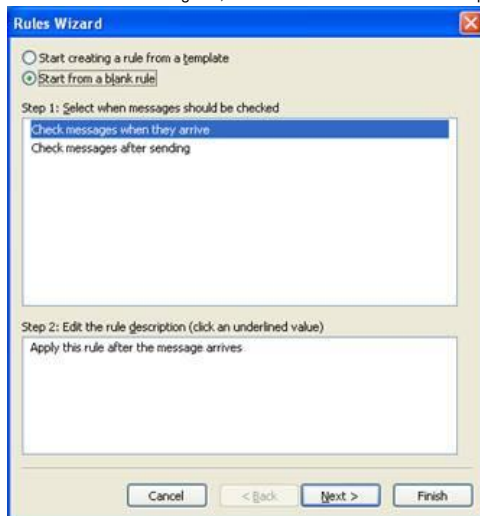


Forward Your Email

- In the Outlook Inbox, click on **Tools | Rules and Alerts** to display the Rules and Alerts dialog box.



- In the Rules Wizard dialog box, click on the **New Rule** button to display the first step in the rule creation wizard.



- Click in the **Start from a blank rule** box, make sure that the **Check messages when they arrive** option is selected and click on the **Next** button. The second step in the rule creation wizard will be displayed. This step lets you set conditions.
- For the rule to apply to all incoming messages, make sure that none of the conditions are ticked and click on the **Next** button. A warning message will be displayed.
- Click on the **Yes** button to confirm that you want the rule to be applied to all incoming email. The third step in the rule creation wizard will be displayed. This step lets you set actions.
- In the list of actions, tick **forward it to people or distribution list**. (This option is a client only action and requires Outlook to be running for it to work.)
- In the rule description area, click on the blue underlined phrase **people or distribution list** to set the address to send messages to. The Rule Address dialog box will be displayed.
- An internal address can be selected by choosing it from the list in the left pane and clicking on the **To** button. An external address can be typed directly into the right pane.
- After specifying the address to forward to, click on the **OK** button to return to the Rules and Alerts step 3 dialog box.
- Click on the **Finish** button and the rule will be listed in the Rules and Alerts window.
- Click on the **OK** button.