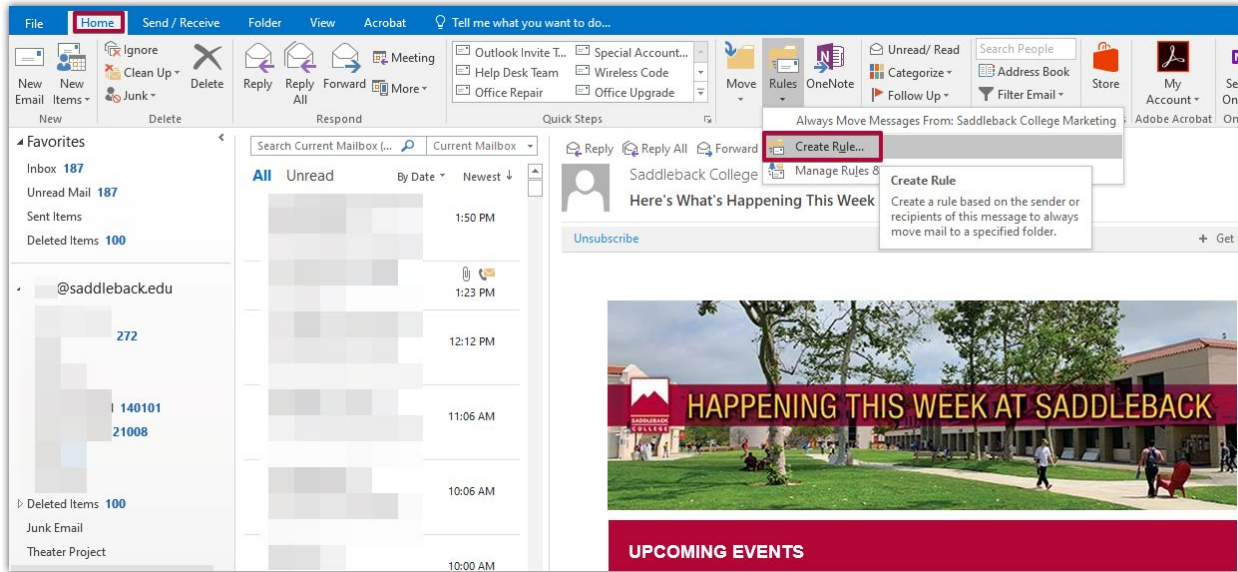


How to setup email forwarding in Outlook and Outlook Web

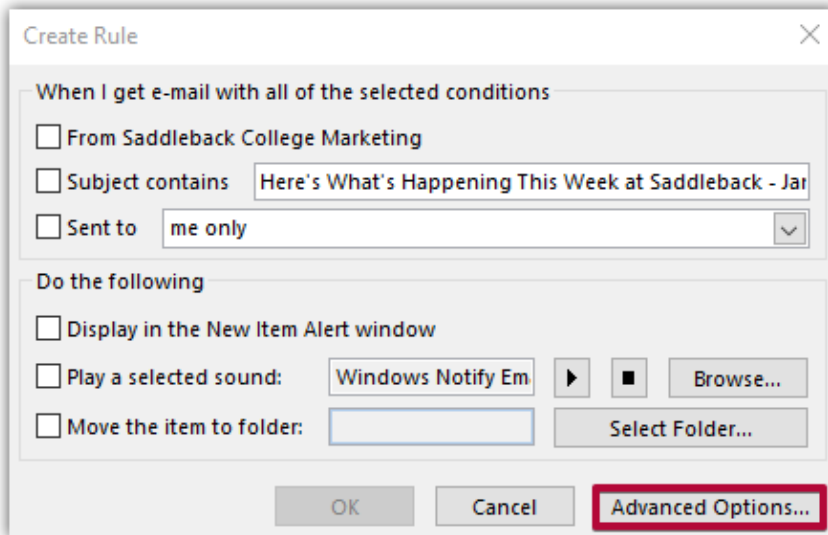
This first set of instructions are for setting up mail forwarding on the Outlook client. Skip to page #6 for instructions on setting up mail forwarding in Outlook Web.

SETTING UP EMAIL FORWARDING IN OUTLOOK

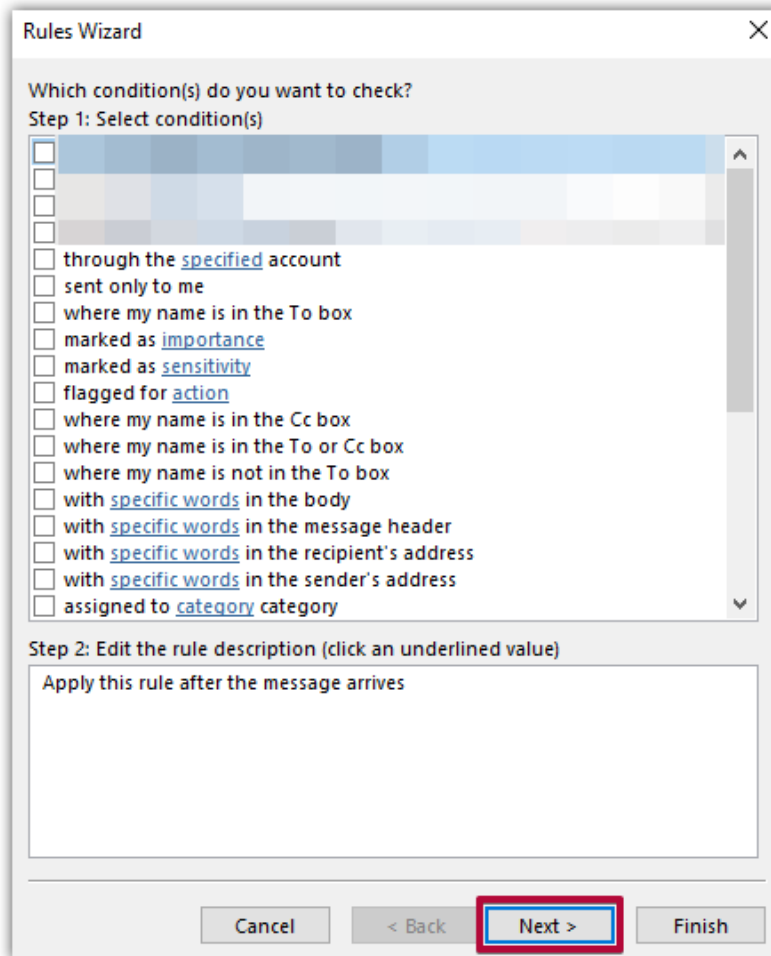
1. In the Microsoft Outlook client under the **Home Tab**, click on **Rules > Create Rule**.



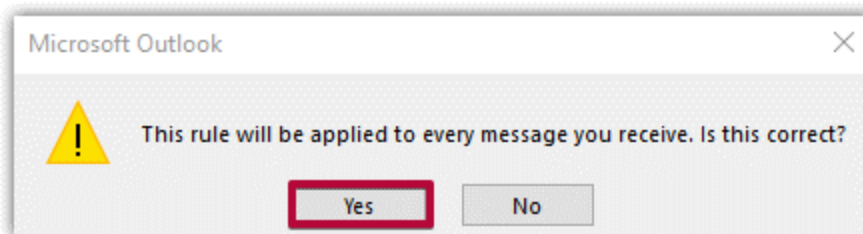
2. Click on **Advanced Options**



3. Click on **Next**

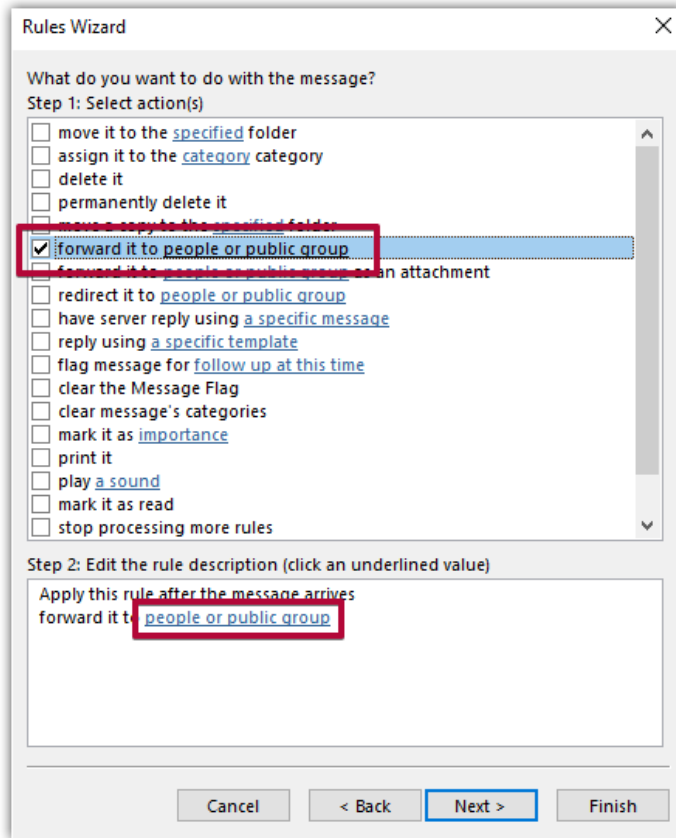


4. Click on **Yes**

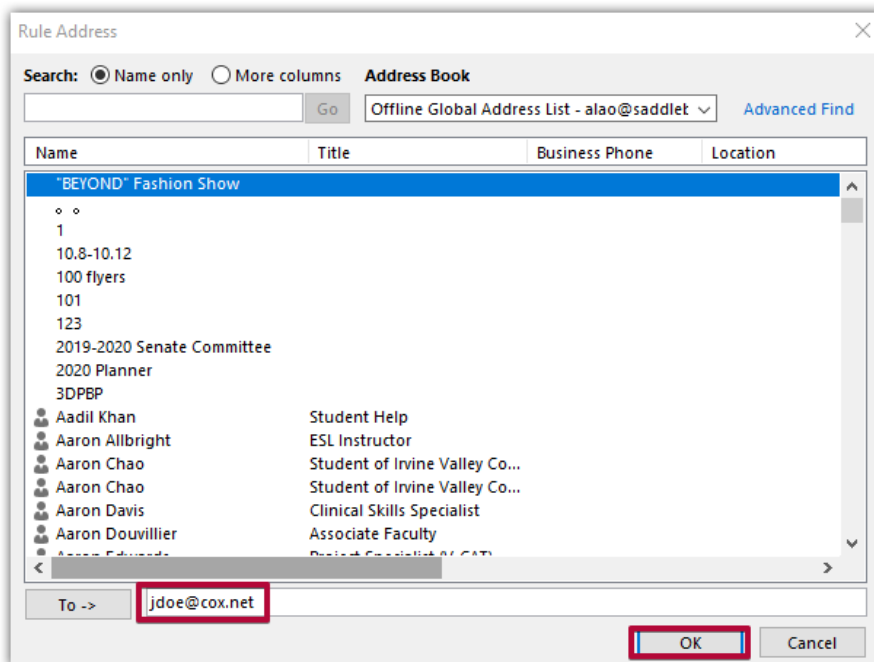


How to setup email forwarding in Outlook and Outlook Web

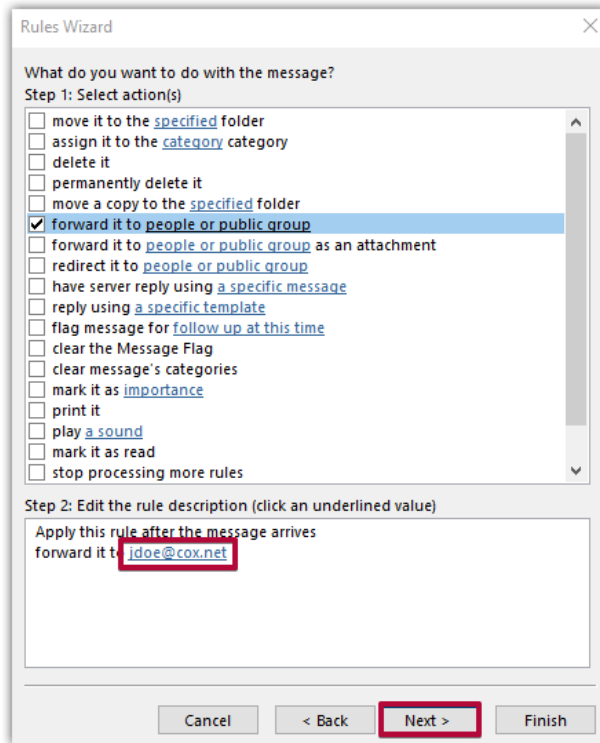
- Check the box, **forward it to people or public group**, then in Step 2, click on **people or public group**.



- In the Rule Address window, type in the **email address** that you want to forward your email to then click on **OK**



7. Verify that your **email address** is showing in Step 2, then click **Next**.



Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- move it to the specified folder
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- redirect it to people or public group
- have server reply using a specific message
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- mark it as read
- stop processing more rules

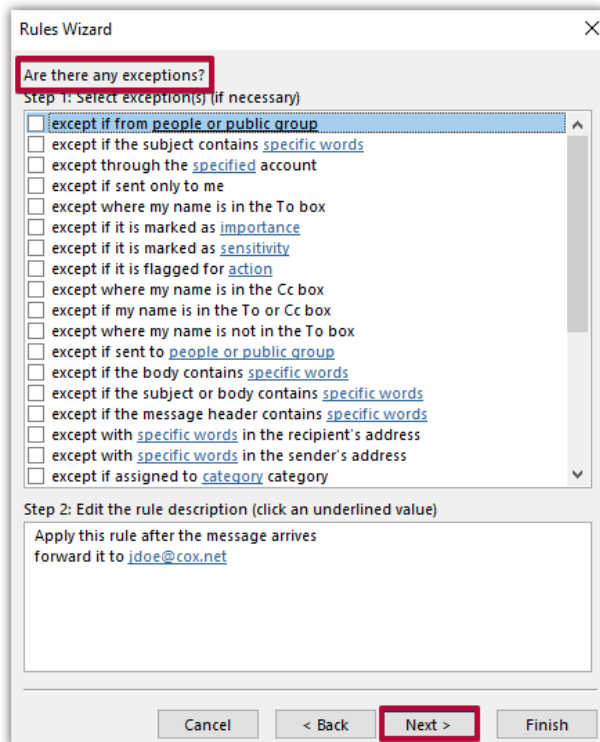
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

forward it to jdoe@cox.net

Cancel < Back **Next >** Finish

8. If there are no other **Exceptions** that you need to make, click on **Next**



Rules Wizard

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- except if from people or public group
- except if the subject contains specific words
- except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or public group
- except if the body contains specific words
- except if the subject or body contains specific words
- except if the message header contains specific words
- except with specific words in the recipient's address
- except with specific words in the sender's address
- except if assigned to category category

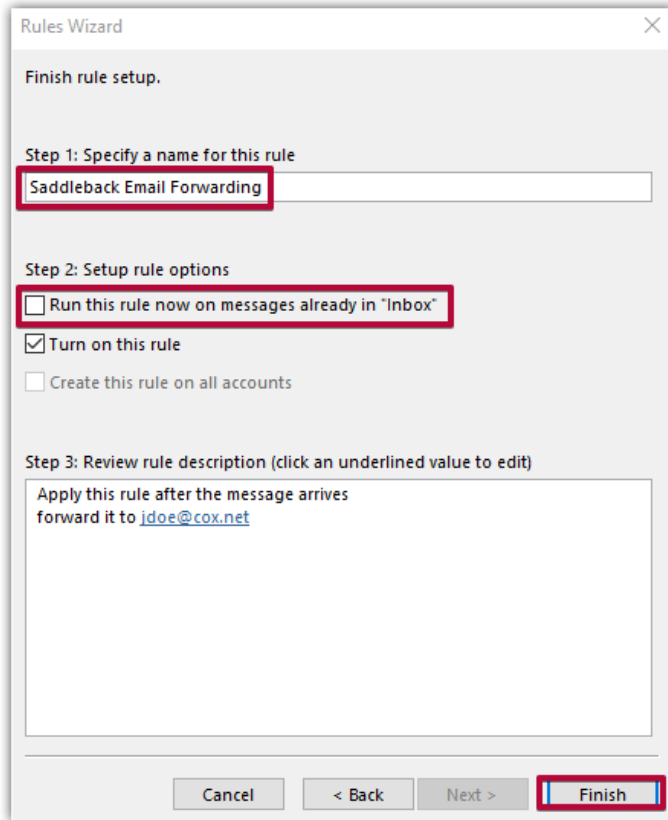
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

forward it to jdoe@cox.net

Cancel < Back **Next >** Finish

9. Type in the **name** of the rule in Step 1. If you would like the rule to run on messages already in the "Inbox" then click on the **check box**. If not then click on **Finish**. You have now setup mail forwarding in the Outlook client.



Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Saddleback Email Forwarding

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

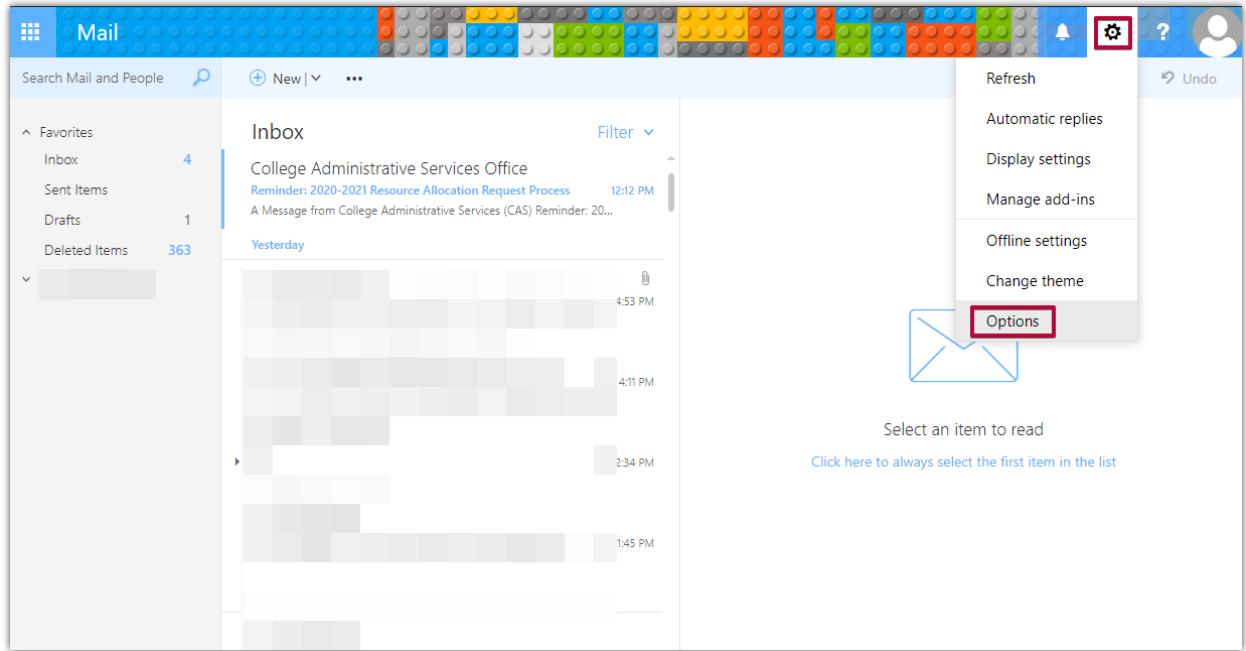
Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
forward it to jdoe@cox.net

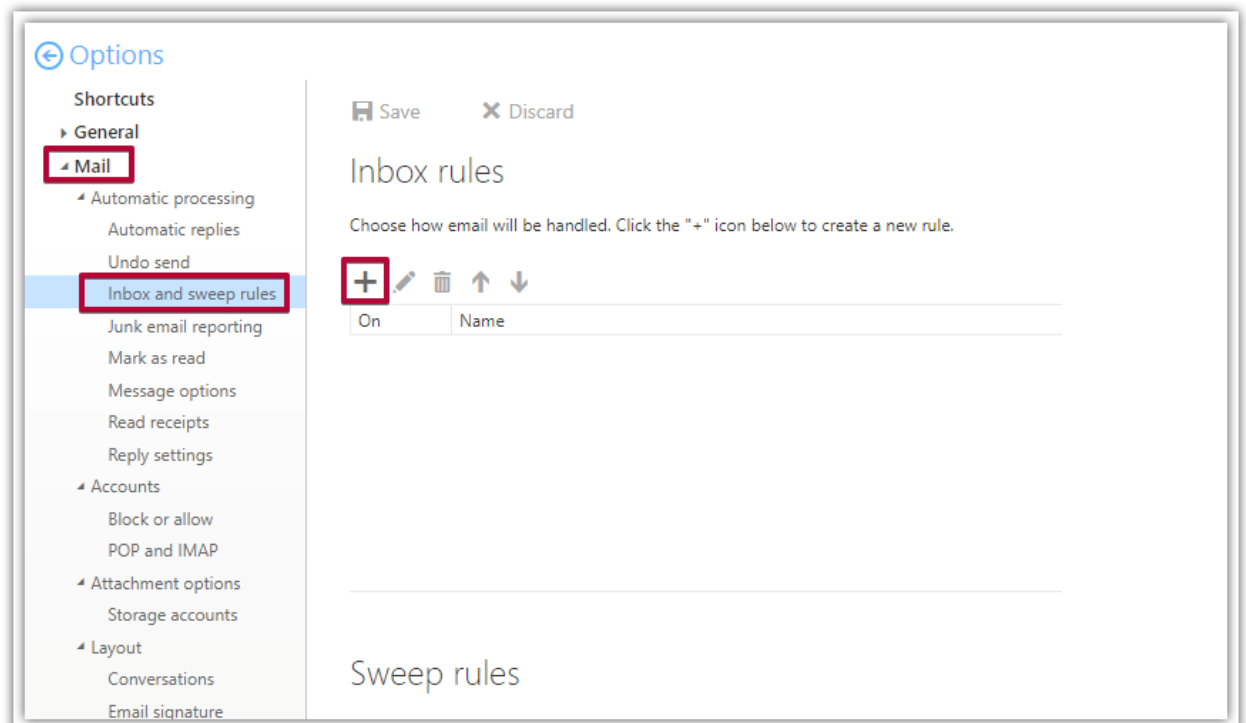
Cancel < Back Next > Finish

SETTING UP EMAIL FORWARDING IN OUTLOOK WEB

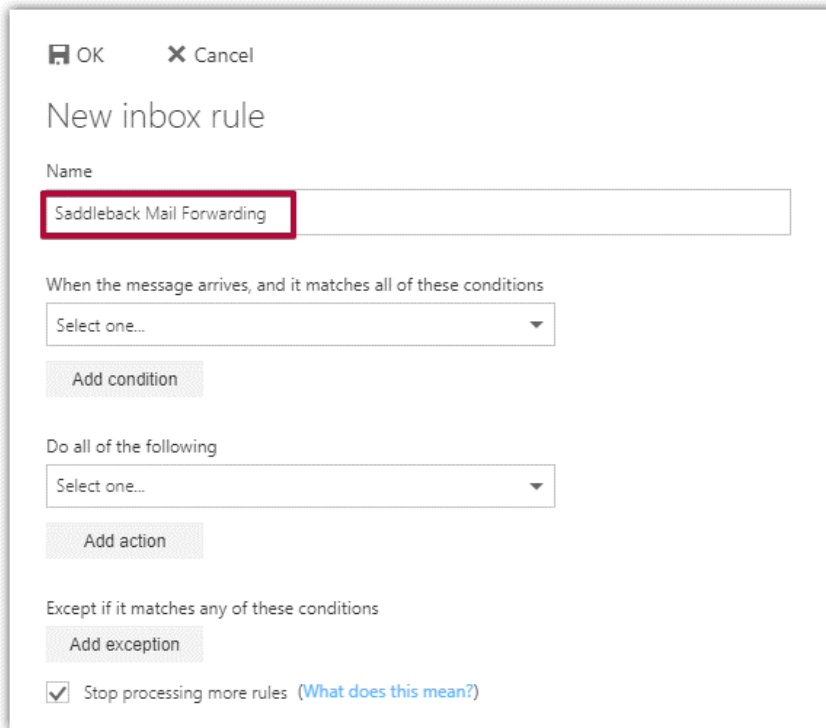
1. In Outlook Web, click on the **Gear icon** then choose **Options**.



2. In the **Mail shortcut**, click on **Inbox and sweep rules**, then click on the **+** icon to add a new rule.



3. **Name** the rule. In this example: **Saddleback Mail Forwarding**.



OK Cancel

New inbox rule

Name

Saddleback Mail Forwarding

When the message arrives, and it matches all of these conditions

Select one...

Add condition

Do all of the following

Select one...

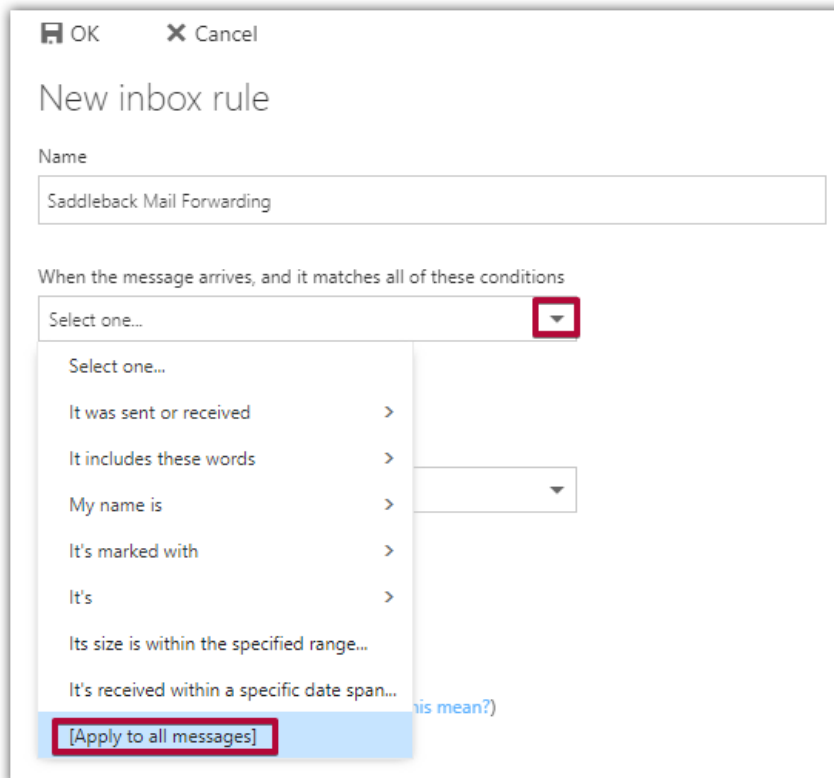
Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules ([What does this mean?](#))

4. Click on the **dropdown** and choose **Apply to all messages**.



OK Cancel

New inbox rule

Name

Saddleback Mail Forwarding

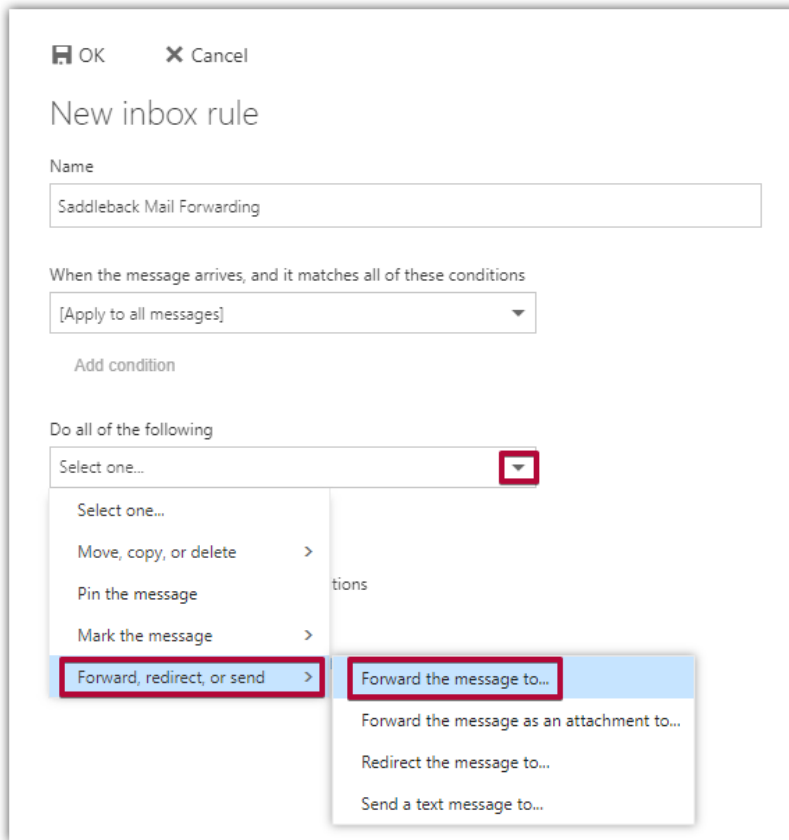
When the message arrives, and it matches all of these conditions

Select one...

- Select one...
- It was sent or received >
- It includes these words >
- My name is >
- It's marked with >
- It's >
- Its size is within the specified range...
- It's received within a specific date span... ([What does this mean?](#))

[Apply to all messages]

5. Click the **dropdown** and choose **Forward, redirect, or send > Forward the message to...**



OK Cancel

New inbox rule

Name
Saddleback Mail Forwarding

When the message arrives, and it matches all of these conditions
[Apply to all messages]

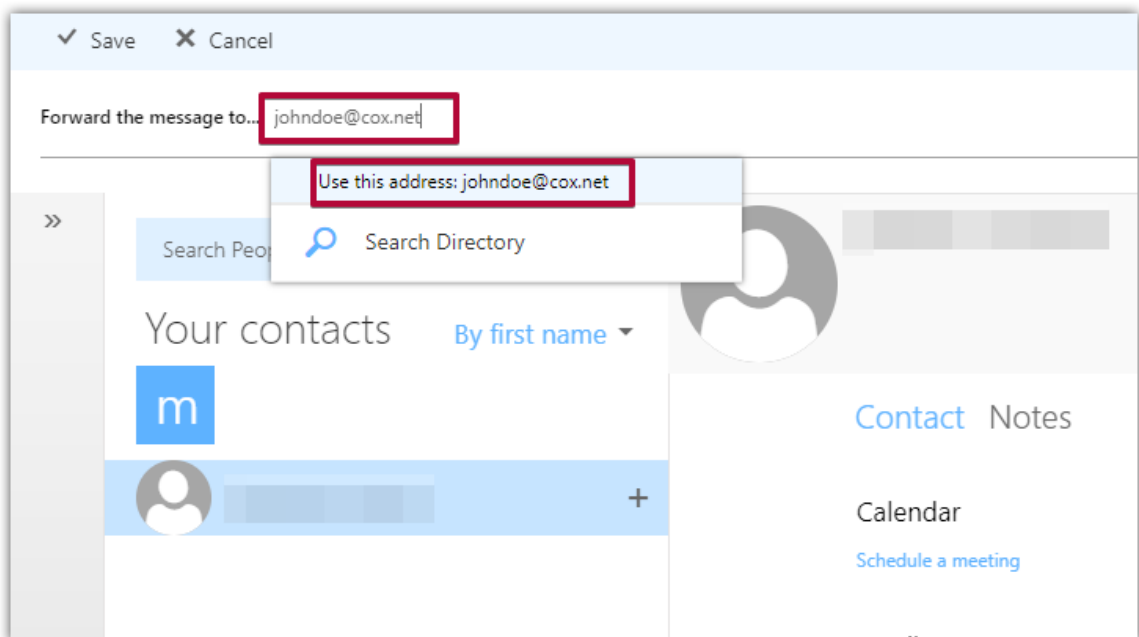
Add condition

Do all of the following
Select one... [v]

- Select one...
- Move, copy, or delete >
- Pin the message >
- Mark the message >
- Forward, redirect, or send >**

- Forward the message to...**
- Forward the message as an attachment to...
- Redirect the message to...
- Send a text message to...

6. A new screen will display and type your forwarding email address next to **“Forward the message to...”** Then click on **“Use this address:”**



Save Cancel

Forward the message to... johndoe@cox.net

Use this address: johndoe@cox.net

Search People Search Directory

Your contacts

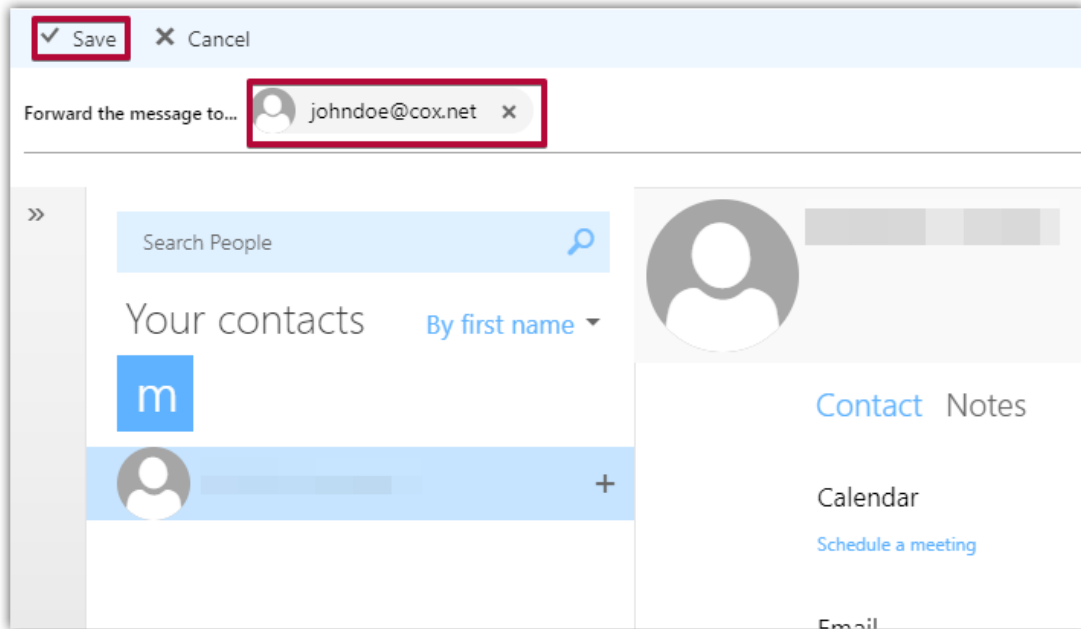
By first name

Contact Notes

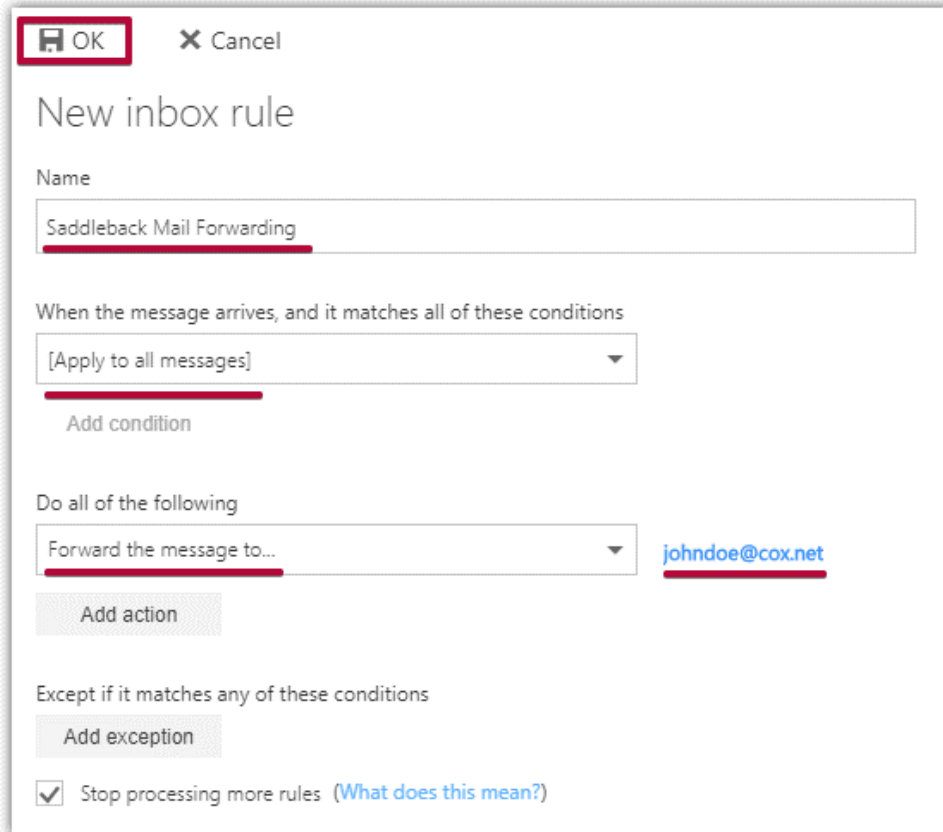
Calendar

Schedule a meeting

7. Verify your email address is correct then click on **Save**



8. Back on the New Inbox Rule screen verify all of the information is correct then click on **OK**

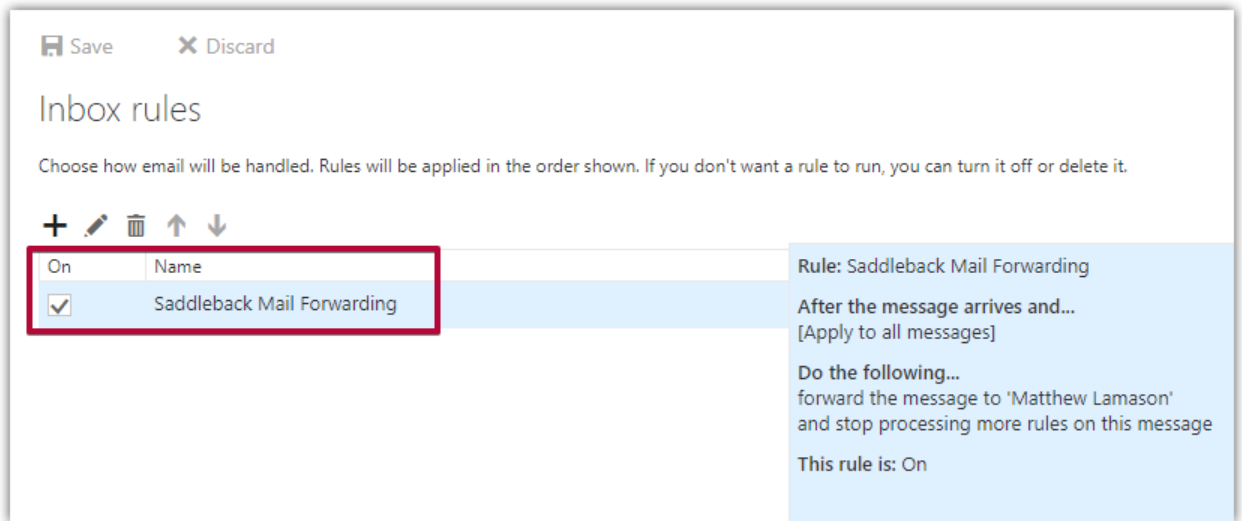




How to setup email forwarding in Outlook and Outlook Web

SADDLEBACK COLLEGE TECHNOLOGY SERVICES

9. You have now setup email forwarding on Outlook Web.



The screenshot shows the Outlook Web interface for configuring inbox rules. At the top, there are "Save" and "Discard" buttons. The title is "Inbox rules". Below the title, a note states: "Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it." There are icons for adding (+), editing (pencil), deleting (trash), and moving (up/down arrows) rules. A table lists the rules:

On	Name
<input checked="" type="checkbox"/>	Saddleback Mail Forwarding

To the right of the table, a detailed view of the selected rule is shown:

Rule: Saddleback Mail Forwarding

After the message arrives and...
[Apply to all messages]

Do the following...
forward the message to 'Matthew Lamason'
and stop processing more rules on this message

This rule is: On