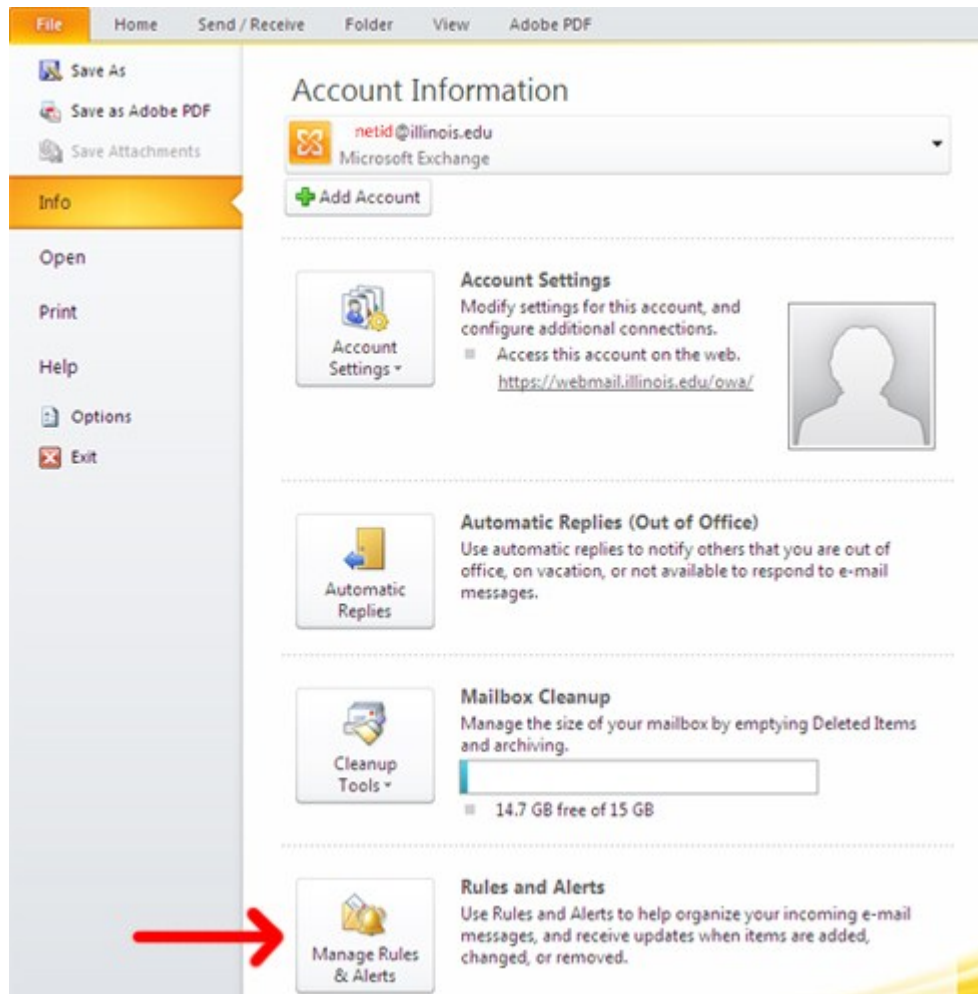


Set up Redirect Rule in Outlook 2010

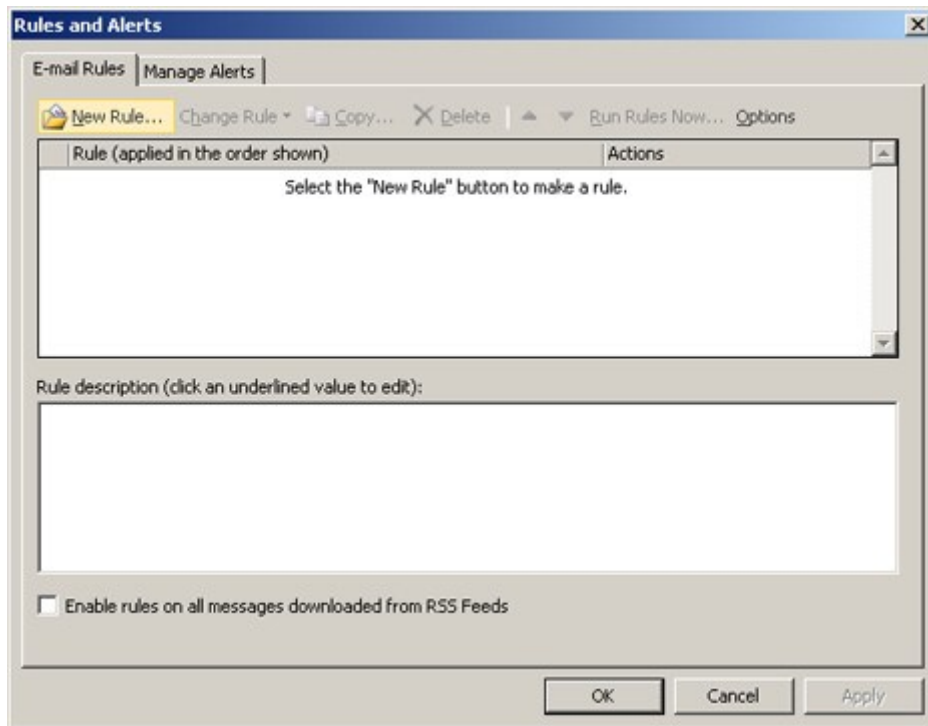
Following directions show you how to set up your STFC Exchange/Outlook to forward or redirect your Exchange email messages to an email address on another server.

-- with this process you are setting up a rule on the Exchange server that will be in place whether you work with Outlook 2010 or Outlook Web App.

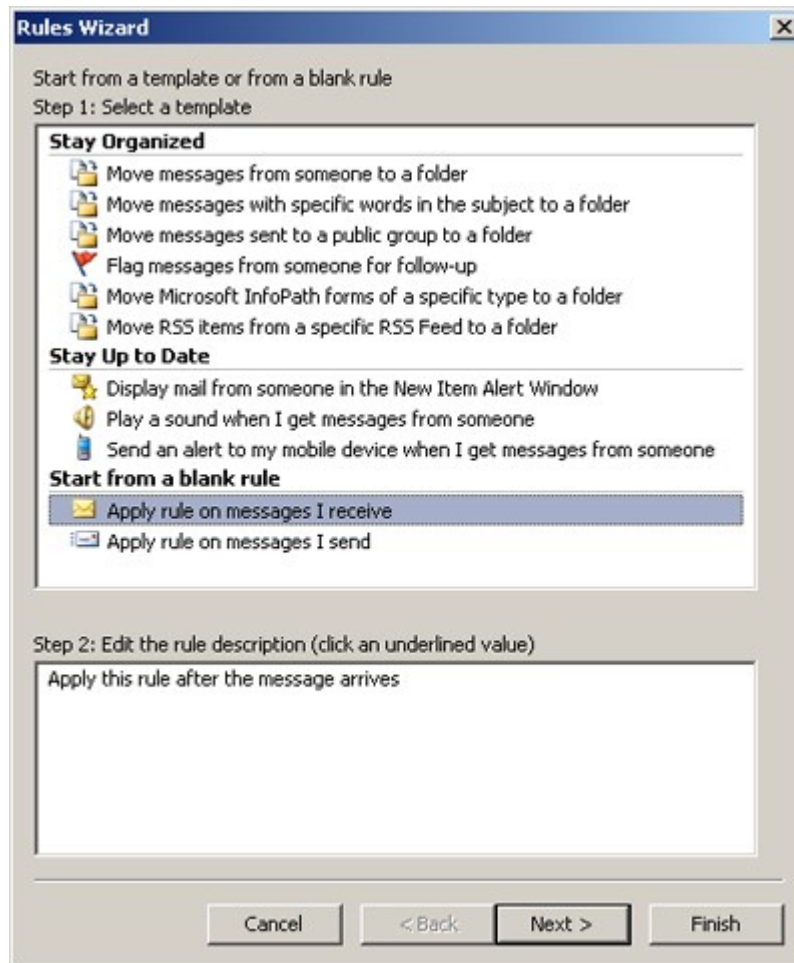
1. In Outlook 2010, click "File" tab, on the left, "Info" is selected by default (if not, click to select it), then click "Manage Rules & Alerts" button at the bottom.



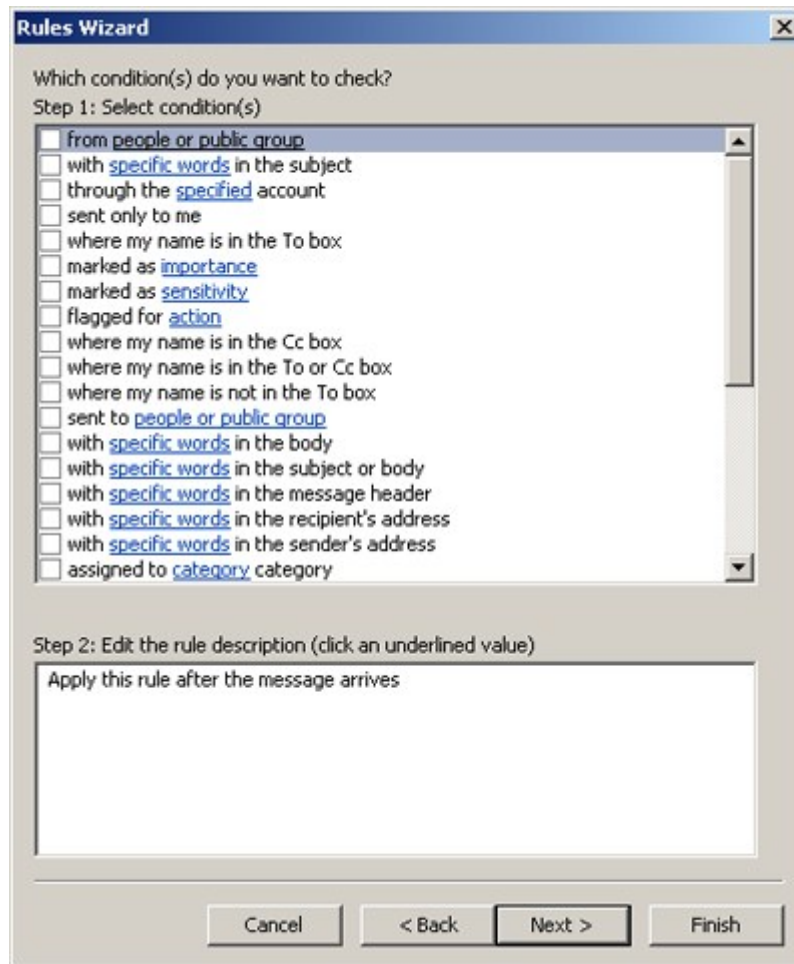
2. The "Rules and Alerts" window pops up, under "E-mail Rules" tab, click "New Rule".



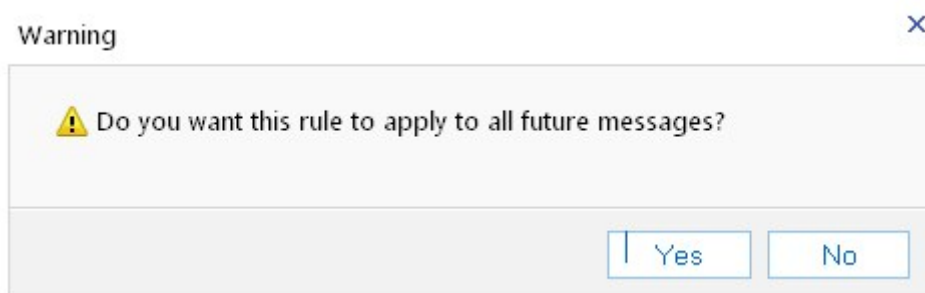
3. The "Rules Wizard" window pops up. First it asks you to select a template. Choose "**Apply rule on messages I receive**" under "**Start from a blank rule**" in the "**Step 1: Select a template**" field. You'll see it shows up in the "**Step 2: Edit the rule description**" field. Click "**Next**" button.



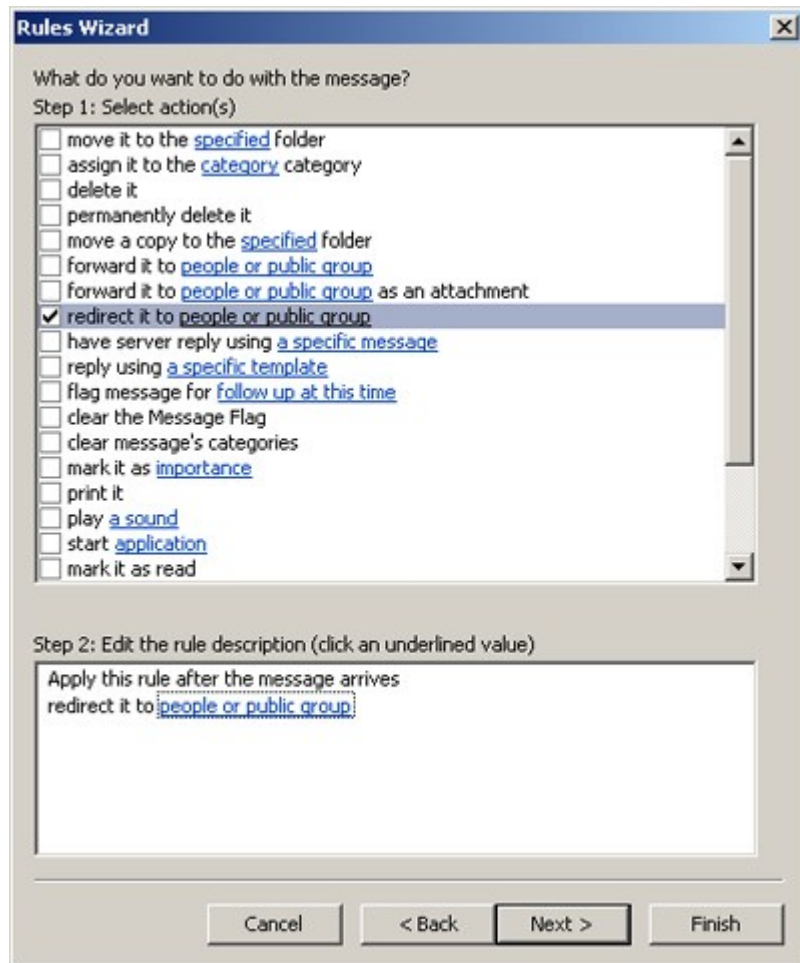
4. Next, it asks you to set condition(s). Click **"Next"** without checking any boxes.



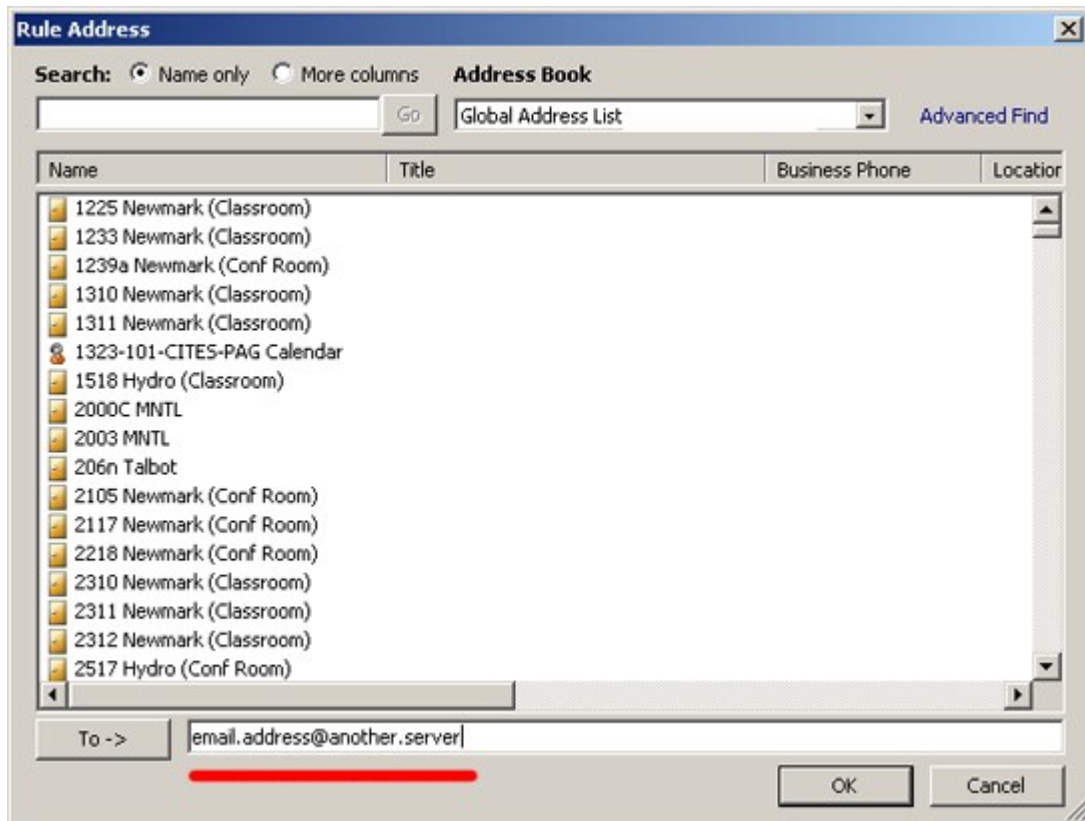
5. A warning message pops up and asks you to confirm that you want the rule to apply for all messages. Click **"Yes"**.



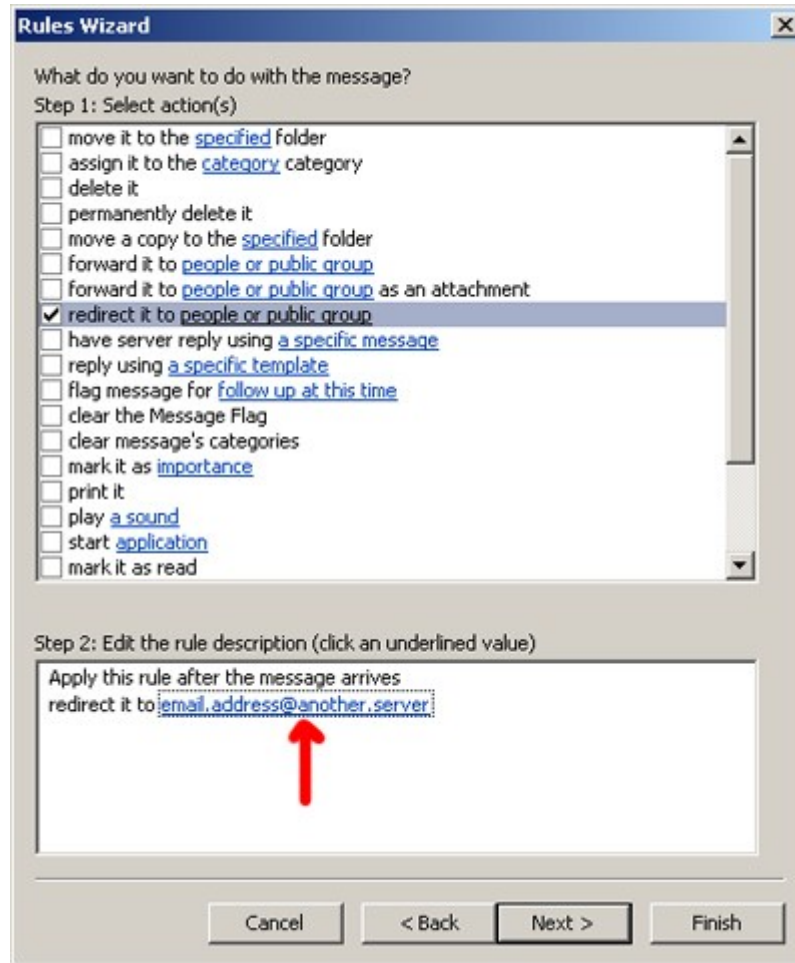
6. Next, it asks what you want to do with all future messages. Check "**redirect it to people or public group**" for "**Step 1: Select action(s)**" field. You'll see it shows up in the "**Step2: Edit the rule description**" field with "**people or public group**" highlighted as a hyperlink, click this link.



7. The "**Rule Address**" window pops up. At the bottom, type in the email address to which you want all your emails to be redirected to in the "**TO**" field, then click "**OK**".



8. You are back to the "Rule Wizard" window. The email address that you entered displays in "Step2: Edit the rule description" field. Click "Next".



9. Next, it asks whether you want to add any exceptions. Check any boxes that you want to add, then click "**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
redirect it to email.address@another.server

Cancel < Back Next > Finish

10. By default the name of the rule is the email address you entered. You can give a more descriptive name if you want in **"Step1: Specify a name for this rule"** (recommended). Click **"Finish"**.

-- You can also have all the messages that are currently in the **"Inbox"** get redirected to your designated email address by checking **"Run this rule now on messages already in 'Inbox'"** option.

-- If you want to set up the rule to be used at a later time, uncheck **"Turn on this rule"**.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

email.address@another.server

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
redirect it to: email.address@another.server

Cancel < Back Next > Finish

11. You're back to the **"Rules and Alerts"** window. Click **"Apply"**, and then click **"OK"**. The rule will apply immediately; you don't need to log off and on Outlook 2010 again for it to be effective.

