

**Outlook E-Mail
Forwarding Procedures**

Note: For these procedures to work your Outlook Email system must be connected to an Exchange Server.

All mail coming into your Inbox can be forwarded to another user by using either the “Out of Office Administrator” or the “Rules Wizard” found on the Tools menu.

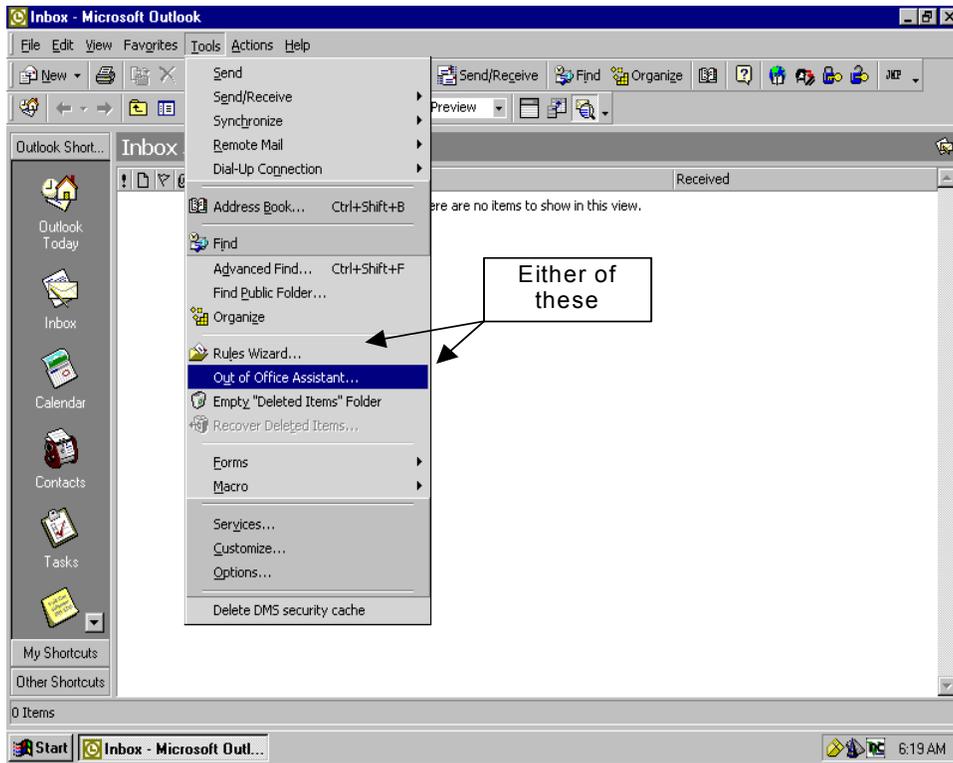


Figure 1

To use the Out of Office Assistant

Click on the Out of Office Assistant Option from the menu. The screen in Figure 2 will appear:

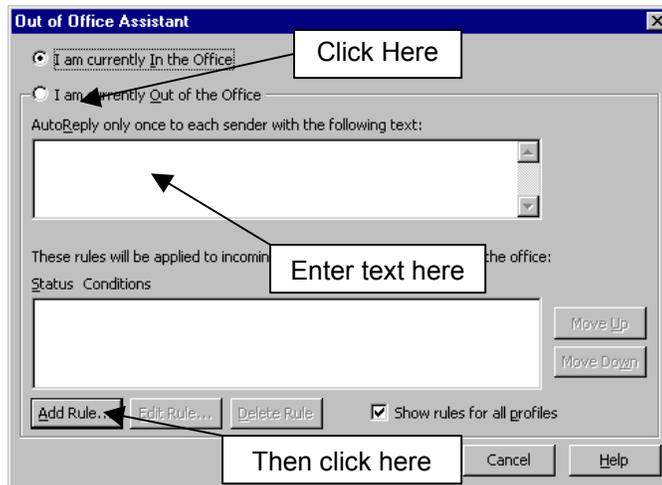


Figure 2

On the Out of Office Assistant window, do the following:

1. Check “I am currently Out of the Office”
2. Create the text of the message that will be sent once to each sender that sends you a message in the AutoReply section of the window.
3. Click the “Add Rule” button.

The “Edit Rule” window will appear where you can specify the conditions for the rule. Figure 3 shows this window.

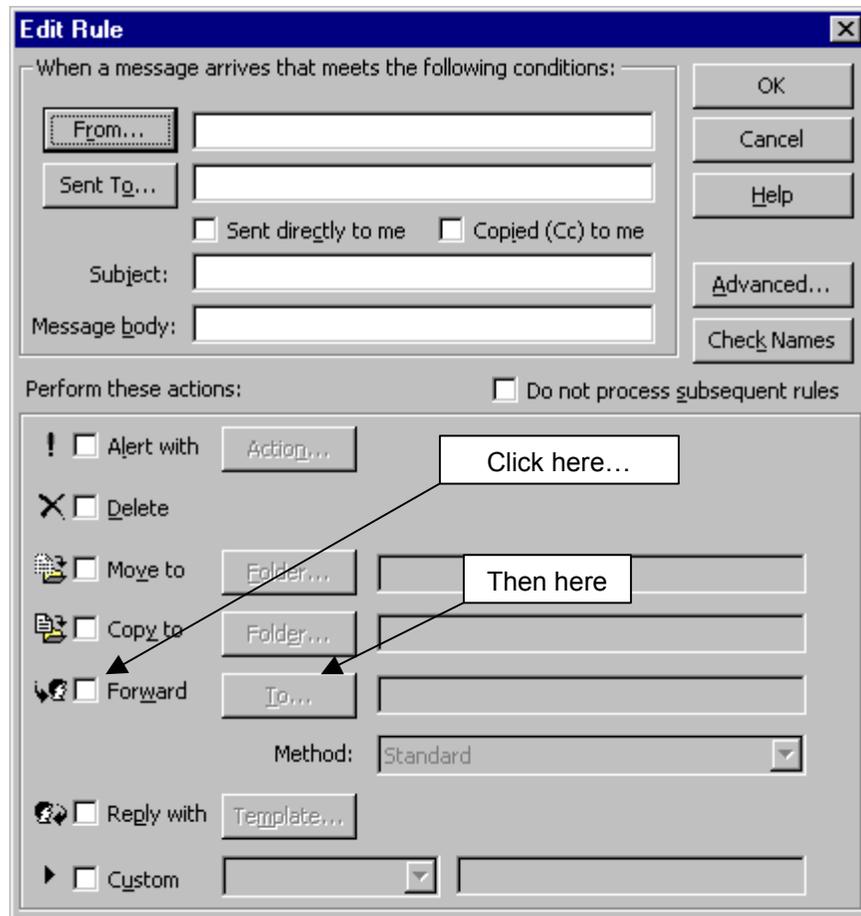


Figure 3

On the “Edit Rule” window, do the following:

1. Check “Forward”
2. Click the “To...” button and fill in the desired mail addresses.

After clicking OK on the “Edit Rule” window, the rule will be added to the bottom section of the “Out of Office Assistant” window. (Figure 2)

Press OK on the “Out of Office Assistant” window and answer the prompt to turn on the rule.

After returning to the Office you can turn off the rule until the next time that you leave.

To use the Rules Wizard

If you select “Rules Wizard” from the menu displayed in Figure 1, the screen in Figure 4 appears. To create the rule, click the “New...” button.

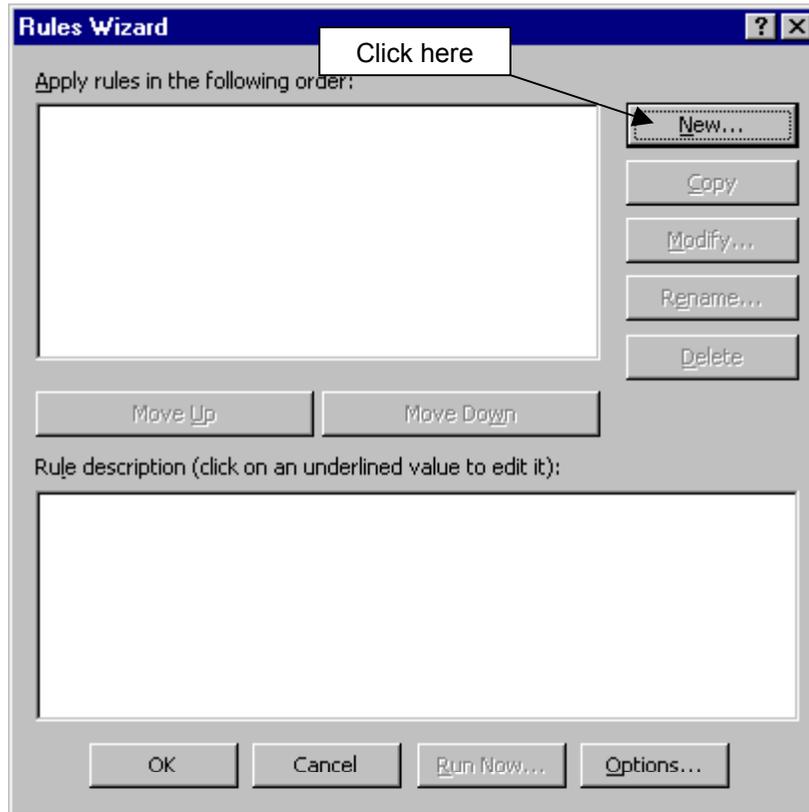


Figure 4

This action starts the Rules Wizard as in the screen displayed in Figure 5.

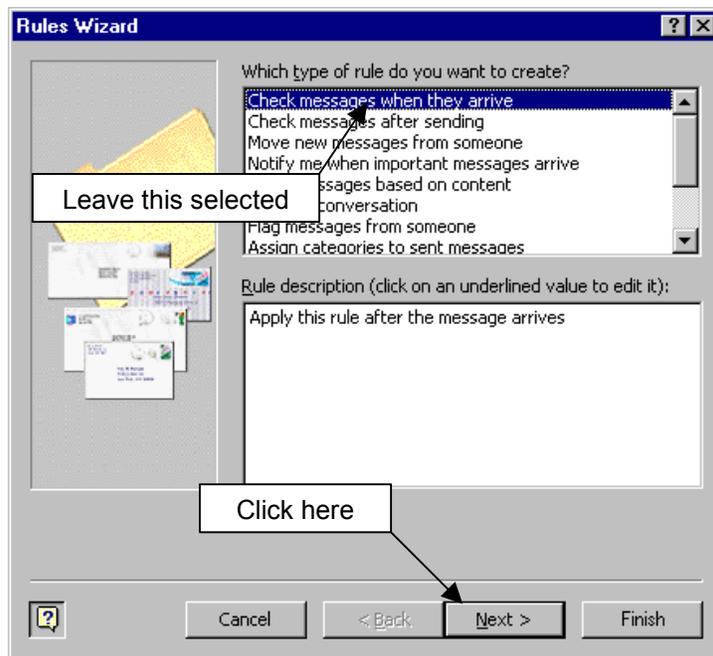


Figure 5

Leave the “Check messages when they arrive” selected and click “Next”.

Leave all options unchecked and press “Next”.

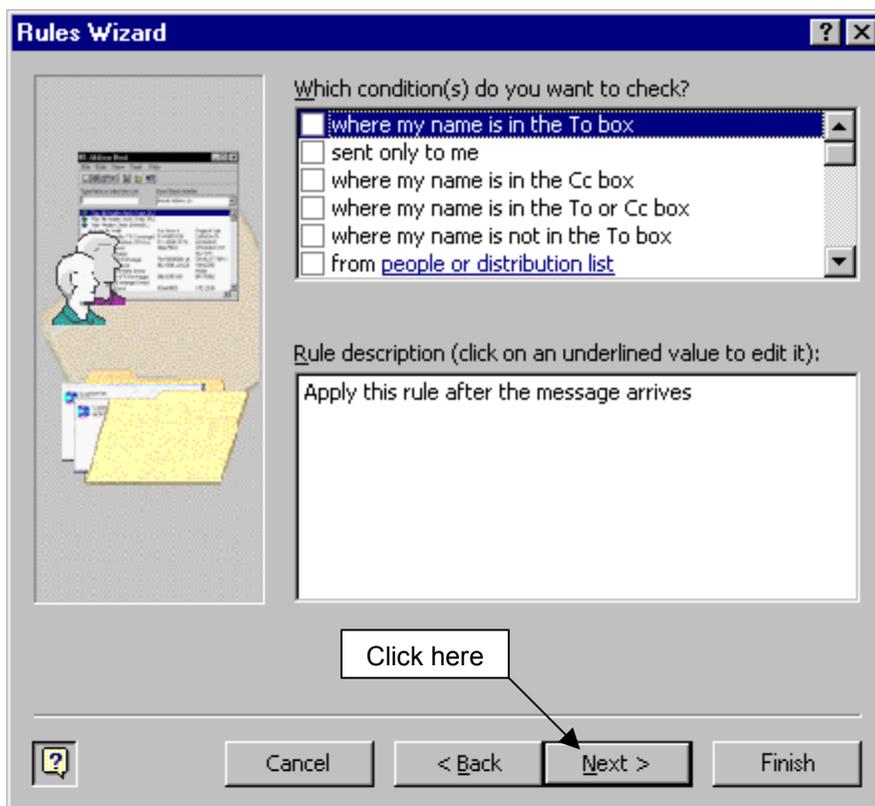


Figure 6

This will bring up the message box in Figure 7.



Figure 7

Click "Yes" to continue.

In the next screen (Figure 8) check the "forward it to people or distribution list".

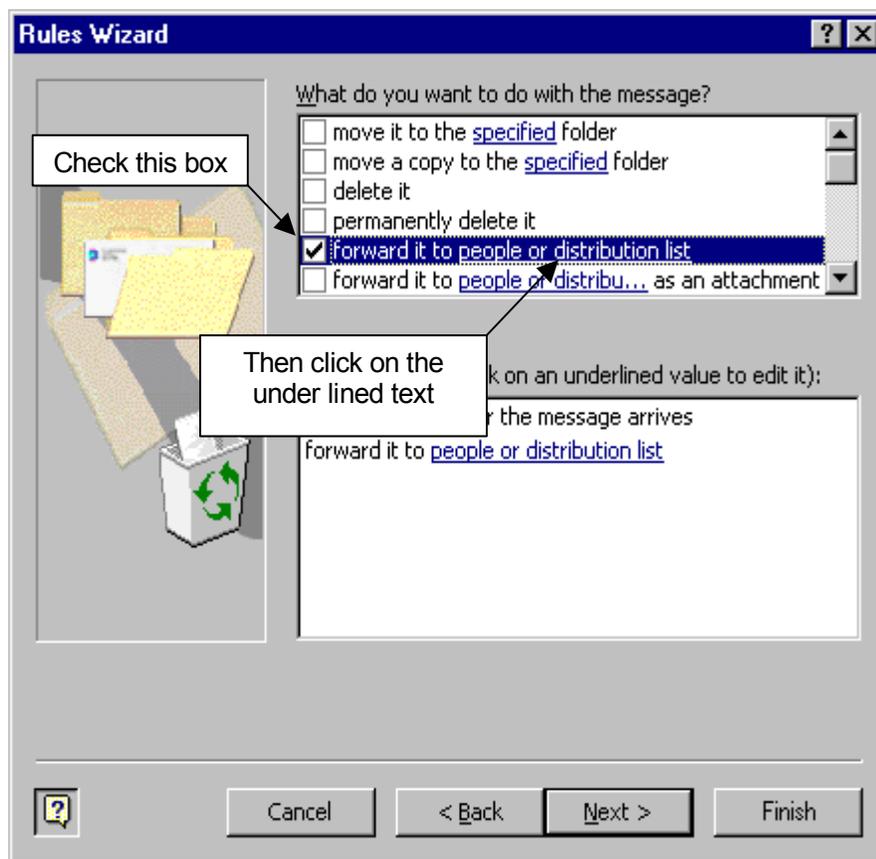


Figure 8

Clicking on the underlined text "people or distribution list" brings up the address book (Figure 9) where you can select the addresses where the messages will be forwarded.

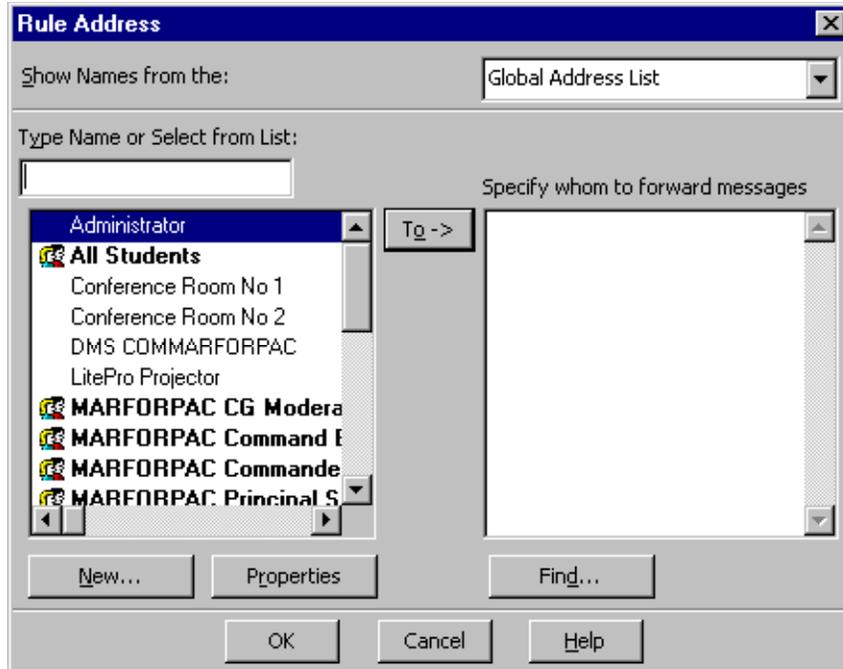


Figure 9

Once selected, click “OK”.

When back to the Rules Wizard, clicking “Next” brings you to the screen in Figure 10. Fill in any exceptions that apply to the rule then click the “Next” button.

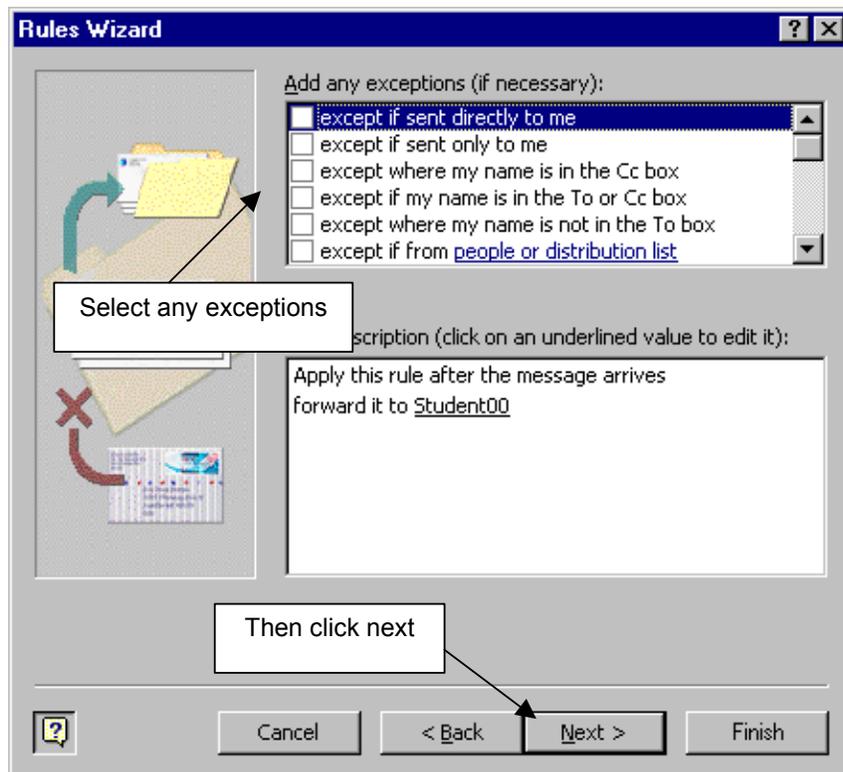


Figure 10

Give the rule a name and check the “Turn on this rule” box if necessary. (Figure 11)

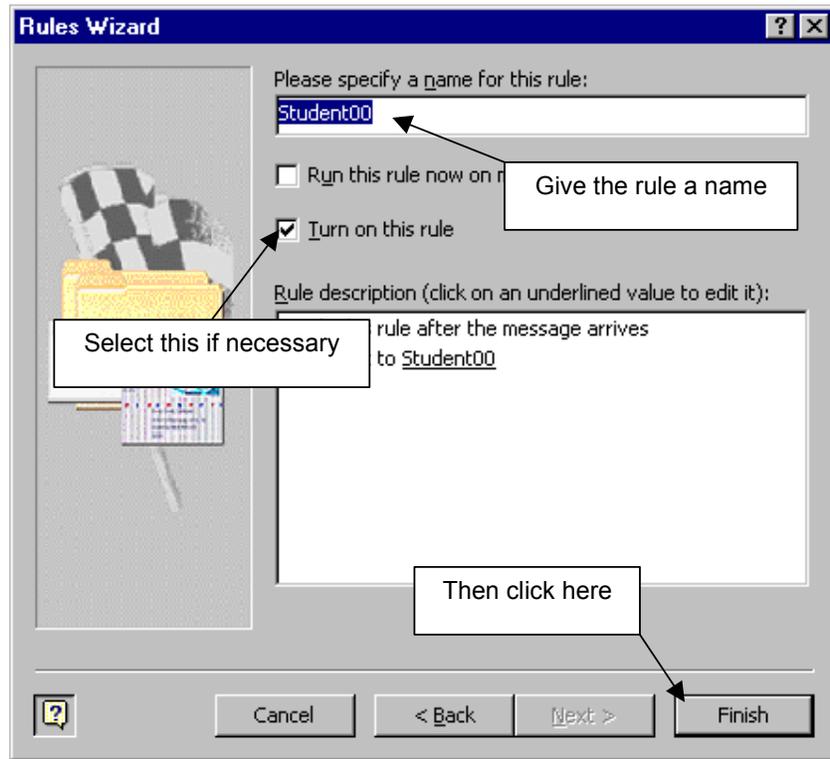


Figure 11

Once you click “Finish” the screen in Figure 12 appears.

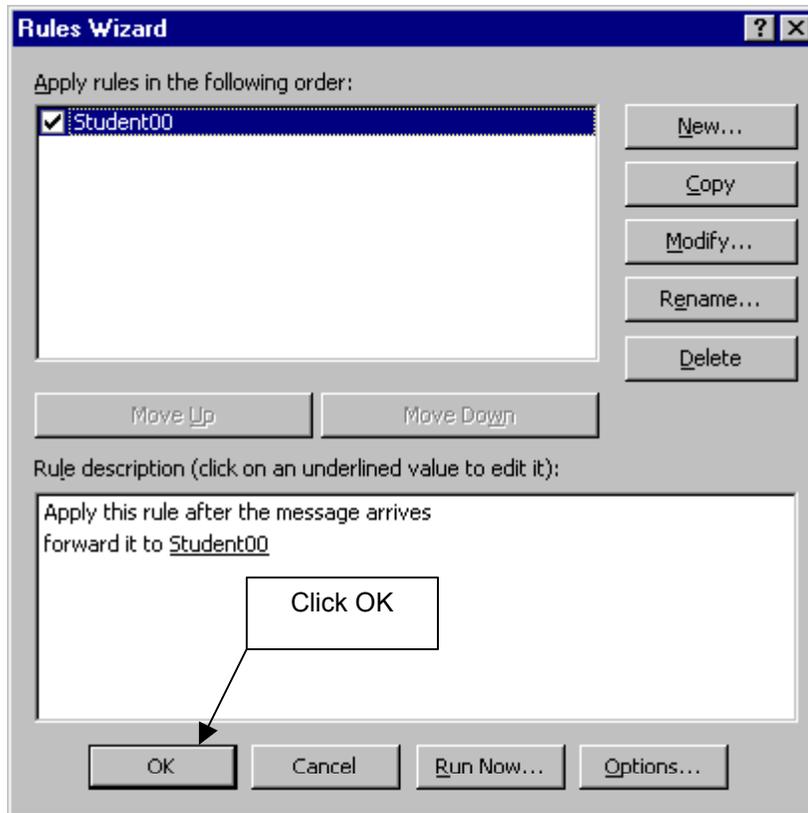


Figure 12

Once you click “OK” the rule will forward all messages to the address(es) specified.