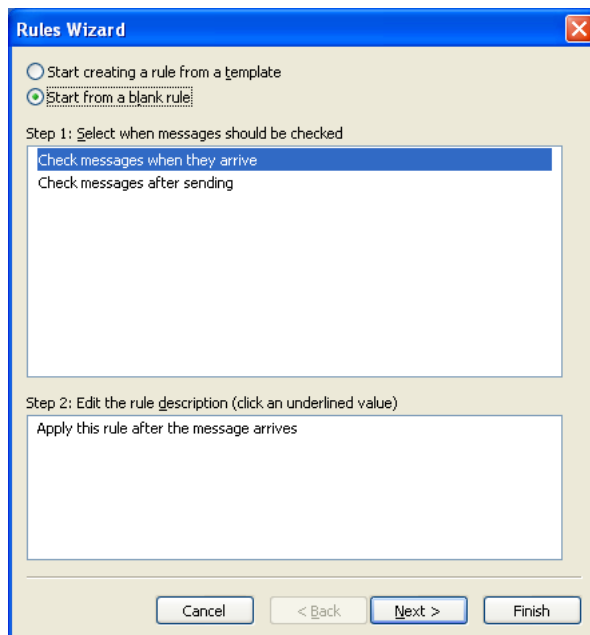


Forwarding email to other accounts

Outlook 2003

1. In the Outlook Inbox, click on **Tools | Rules and Alerts** to display the Rules and Alerts dialog box. If a window appears asking whether to keep “Client” rules or “Server” rules, click on the **Server** button.
2. In the Rules Wizard dialog box, click on the **New Rule** button to display the first step in the rule creation wizard.
3. 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.*



4. 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.*
5. 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.*
6. In the list of actions, tick **redirect it to people or distribution list**. (Do not tick “forward it to people or distribution list” as this option is a client only action and requires Outlook to be running for it to work.) *The redirect statement will be added to the rule description area.*
7. 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.*
8. 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.
9. After specifying the address to forward to, click on the **OK** button to return to the Rules and Alerts step 3 dialog box.
10. The redirect action only forwards a copy of the incoming mail to the specified destination. The original message will remain in your LSE Inbox. To avoid a build up of forwarded mail in your Inbox, it is recommended that you also tick the **delete it** option. This will only delete the LSE copy of the message and not affect the forwarded copy. (Do not tick the “permanently delete it” option as this option is a client only action and requires Outlook to be running for it to work.)

Note: Selecting the delete option in addition to the redirect option will forward a copy of the incoming message and then move it to the Deleted Items folder. It will remain there until the Deleted Items folder is emptied. Messages in the Deleted Items folder count toward the size of the mailbox and can cause the mailbox to go over quota. Emptying the Deleted Items folder regularly will prevent this from happening. The Deleted Items folder can also be emptied via the web email service by clicking on the “Empty Deleted Items Folder” button.

11. Click on the **Finish** button. *The rule will be listed in the Rules and Alerts window.*
12. Click on the **OK** button.

Outlook 2007

1. In Outlook 2007, from the **Tools** menu, select **Rules and Alerts**. From the **Email Rules** tab, choose **New Rule...**
2. Select under **Start from a blank rule** select **Check messages when they arrive** and click **Next**.
3. If you wish to only forward certain messages, you can select conditions for each message that gets forwarded. If you want all your messages to be forwarded, leave everything unchecked. You will get a message. **This rule will be applied to every message you receive. Is this correct?** Select **Yes**.
4. Check **forward it to people or distribution list**. In the lower pane, click **people or distribution list**.
5. This will open the **Rule Address** window with the address book. Search for the email address(es) to which you would like to forward your mail. You can also just type the full email address in the **To** field. Click **OK** then **Next** when done.
6. The box to setup exceptions appears. Select any exceptions you would like to apply to this rule and click **Next**. *Most users leave this blank.*
7. Under **Specify a name for this rule**, give your rule a name. Check the box for **Turn on this rule** if you would like Outlook to start forwarding messages now. Check **Run this rule now on messages already in "Inbox" (rarely used)** if you would like Outlook to forward everything that is already in your Inbox . Click **Finish** and you're done.

Outlook Express

1. Open Outlook Express and click on the Tools menu. When it drops down, click on Rules.
2. A dialog box will appear with a large blank space. Under the blank space, there will be a button that says Add Rule.
3. Click on the Add Rule button. Another dialog box will appear that has options for configuring the rule you want to create.
4. The first option is to sort by the mail sender. If you would like all mail from a particular person to go directly into one folder, fill out the person's mail address and put it in the text area next to From.
5. Under the From button is another button that says Sent To. This means that if you would like all the mail you've sent to a someone to go into one folder instead of your Sent Mail folder, type in that person's electronic mail address.

6. Next is a row of check boxes that are also used to set up the rule.

They are, from top to bottom:

- Alert with- Outlook Express notifies you when the type of mail is received
- Delete- Outlook Express deletes the mail in the rule
- Move to- Outlook Express moves the mail to a different folder
- Copy to- Outlook Express copies the mail to a different folder, leaving the original in your In box
- Forward- Outlook Express automatically forwards the mail to an address you specify
- Reply with- Outlook Express lets you create text that will automatically be sent when receiving the mail in this rule.

7. After these options are filled out, check the button that says Ok and the rule will be added. Outlook Express allows users to add as many rules as they need in order to organize their mail.