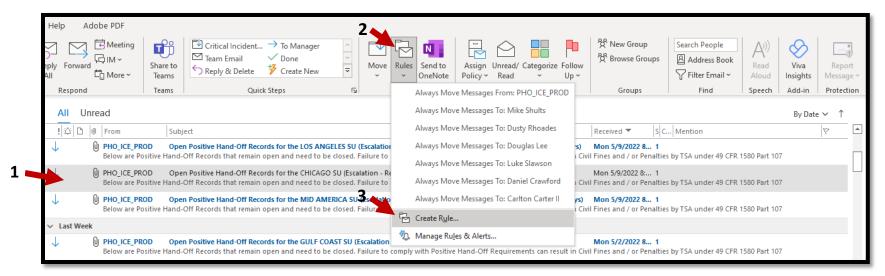
1. Select specific email you want to create the rule for, and then click on 'Rules'. Select 'Create Rule'.



2. Click 'Advanced Options' then, check the eMail Subject ('with') then selecet 'Next':

t remain open and need to be closed. Failure to comply with Positive Hand-Off Requirements can re-	
it remain open and need to be closed, randre to comply with Positive Hand-Off Requirements can re-	Rules Wizard X
-Off Records for the CHICAGO SU (Escalation - Records open longer than 7 days and less than 14 day	
t remain open and need to be closed. Failure to comply with Positive Hand-Off Requirements can re-	which condition(s) do you want to check:
-Off Records for the MID AMERICA SU (Escalation - Records open longer than 7 days and less that	Step 1: Select condition(s)
t remain open and need to be closed. Failure to comply with Positive Hand-Off Requirements can re	from PHO ICE PROD
	with Open Positive Hand-Off Records for the CHICAGO in the subject marked as low importance
-Off Records for Create Rule	sent to Mike Shults or Chad Deasy or Dusty Rhoades or Douglas Lee o
-Off Records for Create Rule X	with Open Positive Hand-Off Records for the C in the subject or body
When I get email with all of the selected conditions	through the <u>specified</u> account
-Off Records for	sent only to me where my name is in the To box
t remain open a From PHO_ICE_PROD	marked as <u>sensitivity</u>
-Off Records for Subject contains Open Positive Hand-Off Records for the CHICAGO SU (E	flagged for action
t remain open a Sent to Mike Shults	ul where my name is in the Cc box
-Off Records for Do the following	where my name is in the To or Cc box
-Off Records for Do the following	where my name is not in the to box
Display in the New Item Alert window	with <u>specific words</u> in the message header
Off Records for Framin open a Play a selected sound: Windows Notify Em Browse	with <u>specific words</u> in the recipient's address
	ul with <u>specific words</u> in the sender's address
-Off Records for Move the item to folder: eRailsafe Notificatio Select Folder	assigned to <u>category</u> category
t remain open a	U Step 2: Edit the rule description (click an underlined value)
-Off Records for OK Cancel Advanced Options	Apply this rule after the message arrives
t remain open and need to be closed. Failure to comply with Positive Hand-Off Requirements can re-	with Open Positive Hand-Off Records for the CHICAGO SU (Escalation - Record
- -Off Records for the GREAT LAKES SU (Escalation - Records open longer than 7 days and less than 1	
t remain open and need to be closed. Failure to comply with Positive Hand-Off Requirements can re-	
-Off Records for the GULF COAST SU (Escalation - Records open longer than 7 days and less than 14	
t remain open and need to be closed. Failure to comply with Positive Hand-Off Requirements can re	sui
-Off Records for the PACIFIC NORTHWEST SU (Escalation - Records open longer than 7 days and less	
t remain open and need to be closed. Failure to comply with Positive Hand-Off Requirements can re	su

1

3. Then check 'Forward to People or Public Group':

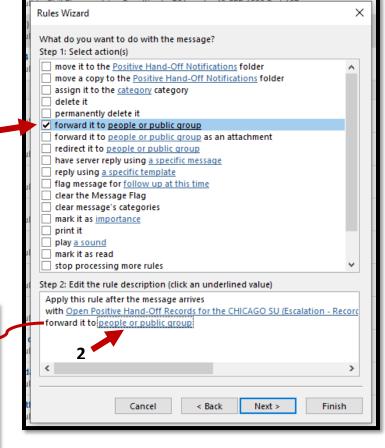
4. Click on 'People or Public Group' to select whom you want it to go to. Click 'To' to add the to the 'To' window at the bottom.

5. Once done, click 'OK' and then click 'Next'.

5

This will bring up your contact list. Choose a predesignated group or individual people to forward it to:

7 ^	Global Address List	- CMDEASY@UP.COM V	dvanced Find			34
Name	Title	Business Phone	Location	Department	Email Address	Company
2801 - Track Work Plan					01-TrackWorkPlan@up.com	
g ^Q 02- Admin Bldg					02Admin_Bldg@up.com	
🖉 02-Chicago Grain Group					ChicagoGrainGroup@up.com	_
^A 02-Chicago Support A					02-ChicagoSupportA@up.com	
A 02-CSU DUTY					02-CSU_DUTY@UP.COM	
a ^Q 02-DSRCO					02-DSRCO@up.com	
g ^Q 02-Engineering					02-Engineering@up.com	
g ^Q 02-Engineering - Mngrs and Agrmt					02-EngineeringMngrs_and_Agr	
e ^R 02-ERDS_RTR					02-ERDS_RTR@up.com	
e ^Q 02-Form B					02-Form_B@up.com	
g ^Q 02-Freight Delay					02-Freight_Delay@up.com	
g ^Q 02-General Foremen					02-General_Foremen@up.com	
^e 02-Global 2 Concrete Project 2017					02-Global_2_Concrete_Project_2017	
g ^Q 02-Global 3					02-Global_3@up.com	
[₽] 02-Intermodal					02-Intermodal@up.com	
g ^R 02-lowa Corridor Team					02-lowa_Corridor_Team@up.com	
g ^Q 02-Locomotive					02-Locomotive@up.com	
g ^R 02-MANAGERS					02-MANAGERS@up.com	
g ^Q 02-Mechanical					02-Mechanical@up.com	
g ^Q 02-Metra Delays					02-Metra_Delays@up.com	
e ^Q 02-Nightly Report					02-NightlyReport@up.com	
^A 02-Proviso AM Information					02-Proviso_AM_Information@up.c	
A 02-Proviso Claim Authorizers					02-Proviso_Claim_Authorizers@up	
A 02-Proviso Dispatchers					02-Proviso_Dispatchers@up.com	
A 02-Safety Packet					02-Safety_Packet@up.com	
ကို 02-Spine ကို 02-Track Work Plan					02-Spine@up.com	
					02-TrackWorkPlan@up.com	
A 02-Transportation					02Transportation@up.com	
⊕ 04.2Test/4th Test UPC - Private					04.2Test/4th Test UPC - Private@U.	
•						



5. Once you select them in the 'To' area in the previous screen, and select 'OK', you will then see whomever you added to forward the email to on the bottom (or the group). Click 'Next' to continue.

Rules Wizard × What do you want to do with the message? Step 1: Select action(s) move it to the Positive Hand-Off Notifications folder move a copy to the Positive Hand-Off Notifications folder assign it to the <u>category</u> category delete it permanently delete it 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 <u>a specific message</u> reply using <u>a specific template</u> 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 with Open Positive Hand-Off Records for the CHICAGO SU (Escalation - Record forward it to Chad Deasy < > Cancel < Back Next > Finish

6. Click 'Next' on the 'Exceptions' page to skip this page.

7. Then you can 'Name the Rule' and click Finish:

Note: You can review the complete rule at this point.

nish:	Rules Wizard	×
his point.	Finish rule setup.	
	Step 1: Specify a name for this rule ICAGO SU (Escalation - Records open longer than 7 days and less than 14 days) Step 2: Setup rule options Run this rule now on messages already in "Positive Hand-Off Notification"]
	Create this rule on all accounts Step 3: Review rule description (click an underlined value to edit) Apply this rule after the message arrives with Open Positive Hand-Off Records for the CHICAGO SU (Escalation - Record	_
Review Here:	forward it to <u>Chad Deasy</u>	
	Cancel < Back Next > Finish	

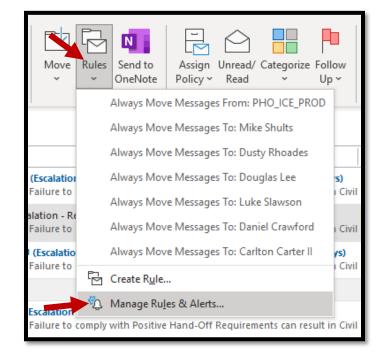
Managing a Rule (changing your distribution):

(Note: if you previously chose a group, then it will automatically change as you change to group itself, so this is not necessary):

1. Click on 'Rules' again and then click on 'Manage Rules & Alerts':

2. Double Click on the Rule your created, then click one of the names or groups you chose to forward it to.

Rules and Alerts		Х
Email Rules Manage Alerts		
The New Rule Change Rule - 🖹 Copy 🗙 Delete 🔺 💌	Run Rules Now Options	_
Rule (applied in the order shown)	Actions	^
Open Positive Hand-Off Records for the CHICAGO SU (Escalation	· 관망·망·아이 · · · · · · · · · · · · · · · · · ·	
Approval required task removed		
eRailSafe notification regarding		
UNION PACIFIC RAILROAD HAZARDOUS MATERIAL COMMODING.		
Project Manager BSA		
Confirmed Hub Alerts & Exception Summary UPRR Seal Exceptions		
	Ut It	~
Rule description (click an underlined value to edit):		
Apply this rule after the message arrives		
with Open Positive Hand-Off Records for the CHICAGO SU (Escala	<u>tion - Records open longer than 7</u>	da
forward it to <u>Chad Deasy</u>		
<		>
		-
Enable rules on all messages downloaded from RSS Feeds		
	OK Cancel App	iy



3. Make your additions or deletions and click 'OK':

Clayton	\rightarrow \times	Offline Global Address List -	CMDEASY@UF 🗸 🛛 A	dvanced Find			
Name		Title	Business Phone	Location	Department	Email Address	Company
Q Clayton Adams		Conductor			TRNSP SOUTHE	clayton.adams@up.com	UP Railroad C
Q Clayton Aughe		Jr Project Engineer DCOS			Technology	cfaughe@up.com	UP Railroad C
Q Clayton Barnett		Conductor			TRNSP SOUTHE	clayton.barnett@up.com	UP Railroad C
Q Clayton Barnhart		Mach Appr 1St 244 D			Mechanical	clayton.barnhart@up.com	UP Railroad C
Q Clayton Bartelt		Sr Mgr Assets	4025444722		Operating Servic	. cebartel@up.com	UP Railroad C
Q Clayton Bergstrom		Sys Bal Reg Oper			Engineering	clbergst@up.com	UP Railroad C
Q Clayton Bonneville		Engineer			TRNSP SOUTHE	clayton.bonneville@up.com	UP Railroad C
Q Clayton Broker		Sk Sig Mntr			Engineering	ctbroker@up.com	UP Railroad C
Q Clayton Cox		Asst Section Frmn			Engineering	cdcox@up.com	UP Railroad C
Q Clayton Crass		M/O (Mc) Multi Cr			Engineering	clayton.crass@up.com	UP Railroad C
Q Clayton Dinkins		Trk Sys Frmn (R)			Engineering	CADINKIN@up.com	UP Railroad C
Q Clayton Drake		Truck Oper 2 Tn'+	6204213721		Engineering	cldrake@up.com	UP Railroad C
Q Clayton Drennan		Sk Interlock Repman			Engineering	ccdrenna@up.com	UP Railroad C
Q Clayton Gauthier Jr		Investigator Background	4025448722		Safety	cjgauthi@up.com	UP Railroad C
Q Clayton Goss		M/O (Mc) Multi Cr			Engineering	clayton.goss@up.com	UP Railroad C
Q Clayton Kaps		Conductor			TRNSP NORTHE	clayton.kaps@up.com	UP Railroad C
Q Clayton Manly		Bridge Tender			Engineering	CSMANLY@up.com	UP Railroad C
Q Clayton Manning		Contractor	3307161898		Engineering	clmannin@upcontractor.up.com	UP Railroad C
Q Clayton Mitchell		Conductor			TRNSP SOUTHE	clayton.mitchell@up.com	UP Railroad C
Q Clayton Oliver		Carman Welder			Mechanical	clayton.oliver@up.com	UP Railroad C
Q Clayton Riley		Brakeman			TRNSP SOUTHE	clayton.riley@up.com	UP Railroad C
Q Clayton Safranek		Year Round Intern			Technology	cmsafran@up.com	UP Railroad C
Q Clayton Smith		Sig Supvr 2	6082154083		Engineering	CJSMITHS@up.com	UP Railroad C
Q Clayton Smith		Mgr I Locomotive Mntce			Mechanical	CJSMITH1@up.com	UP Railroad C
Q Clayton Sowa		Mgr I MofW Equip Ops	8178740405		Engineering	CJSOWA@UP.COM	UP Railroad C
Q Clayton Stacey		Contractor			TRNSP NORTHE	cjstacey@upcontractor.up.com	UP Railroad C
Q Clayton Timm						clayton.timm@up.com	UP Railroad C
Q Clayton Weems		Yardman				clayton.weems@up.com	UP Railroad C
Q clayton Williams		Yardmaster			TRNSP NORTHE	wcwillia01@up.com	UP Railroad C
<							

Note: You can delete a rule in the same manner.