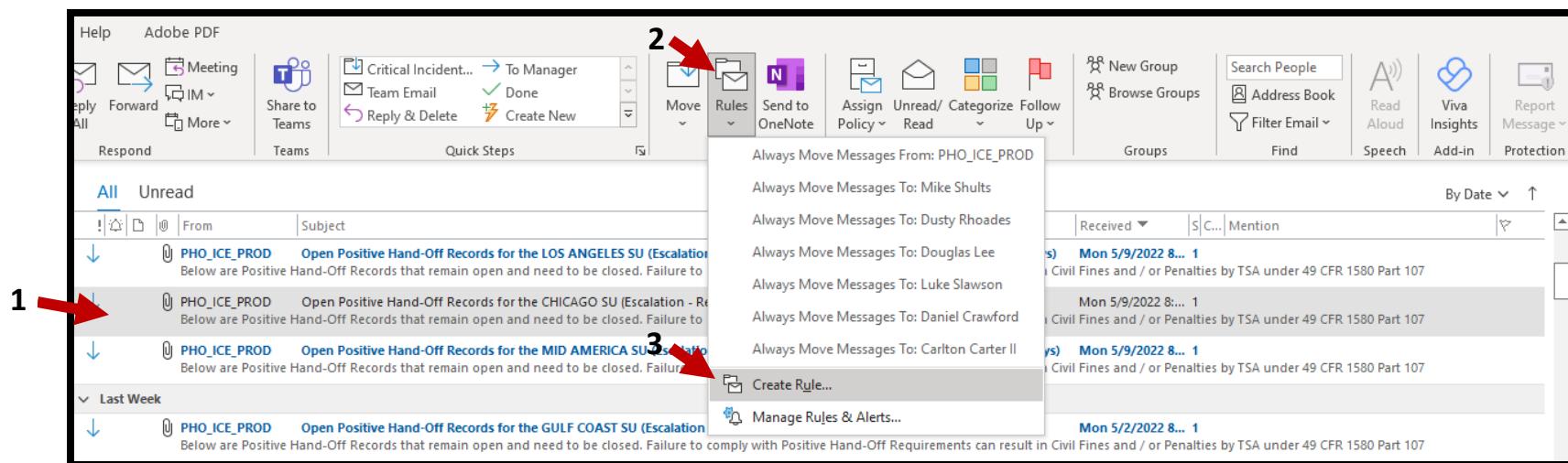
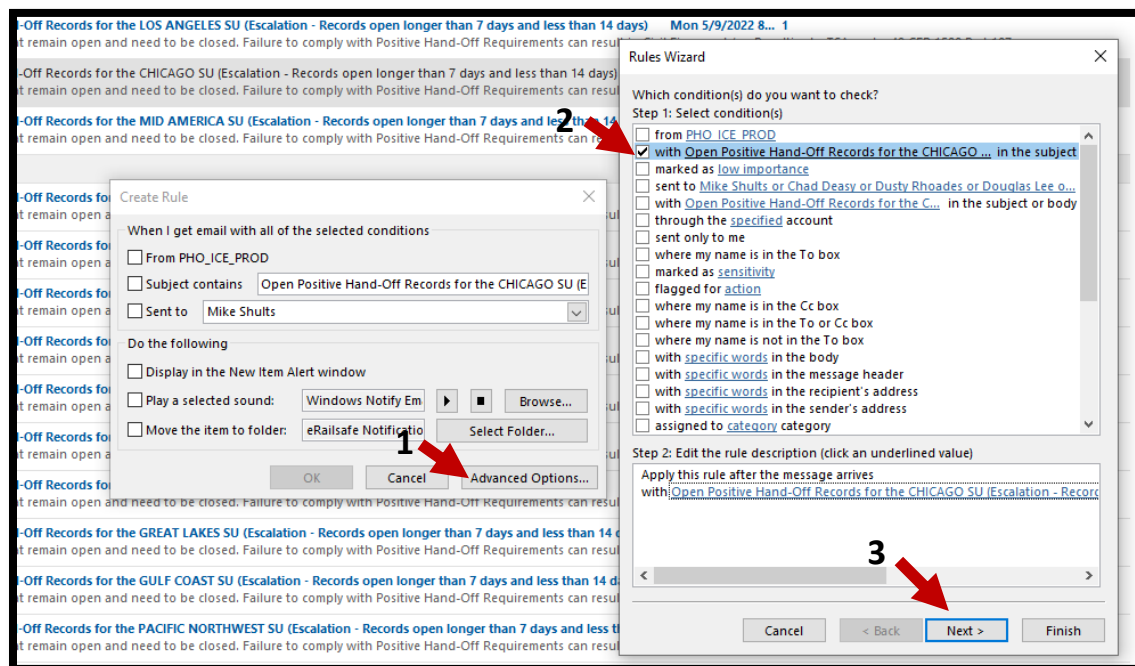


Creating a Rule in Outlook (to automatically forward specific emails to other people or groups)

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 select 'Next':



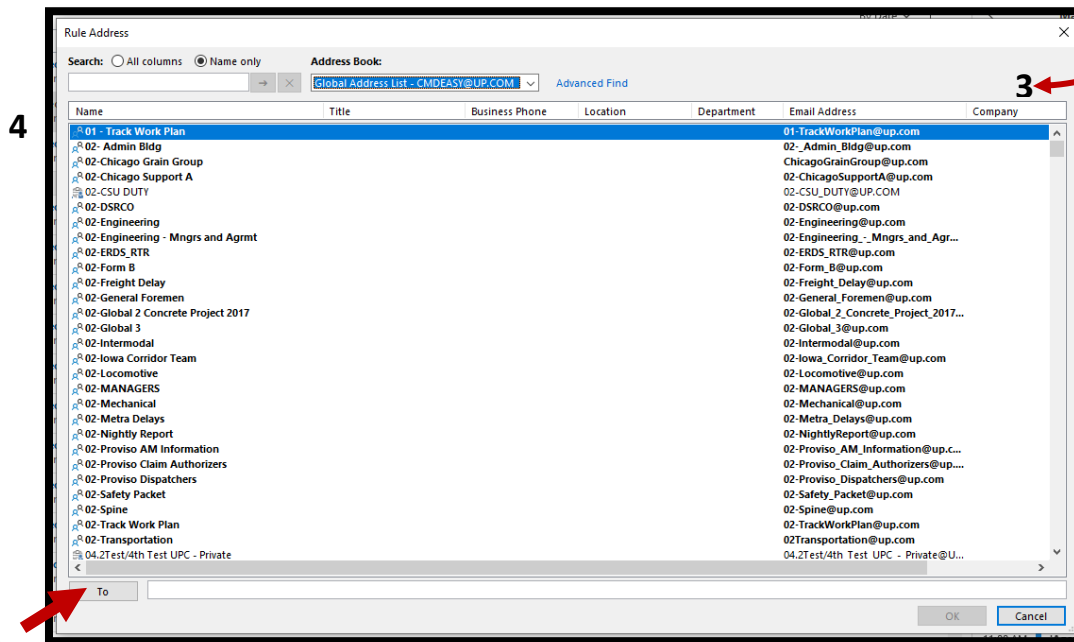
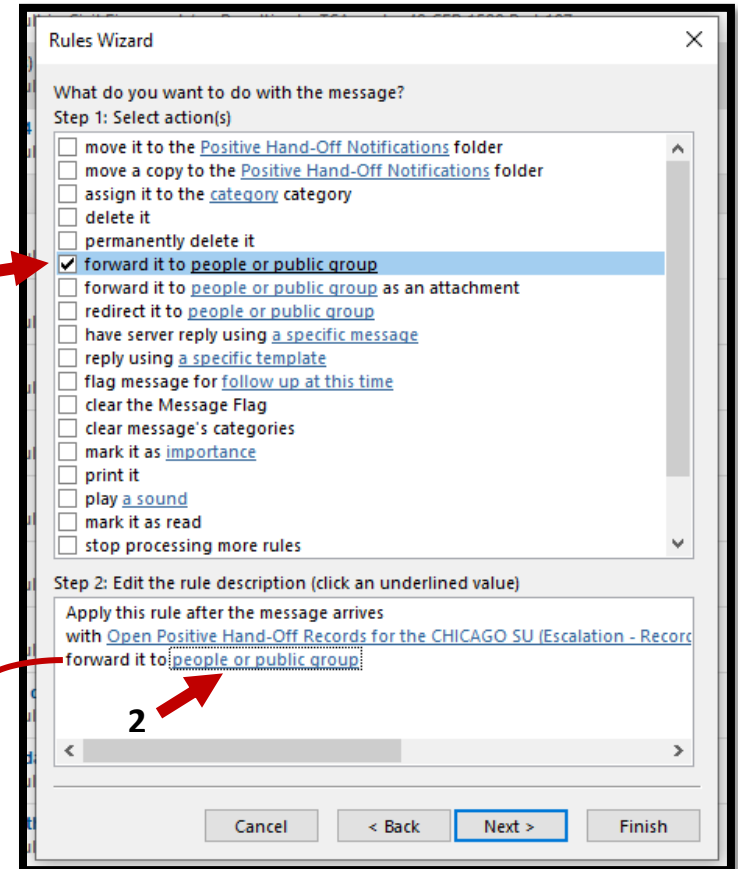
Creating a Rule in Outlook (to automatically forward specific emails to other people or groups)

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.

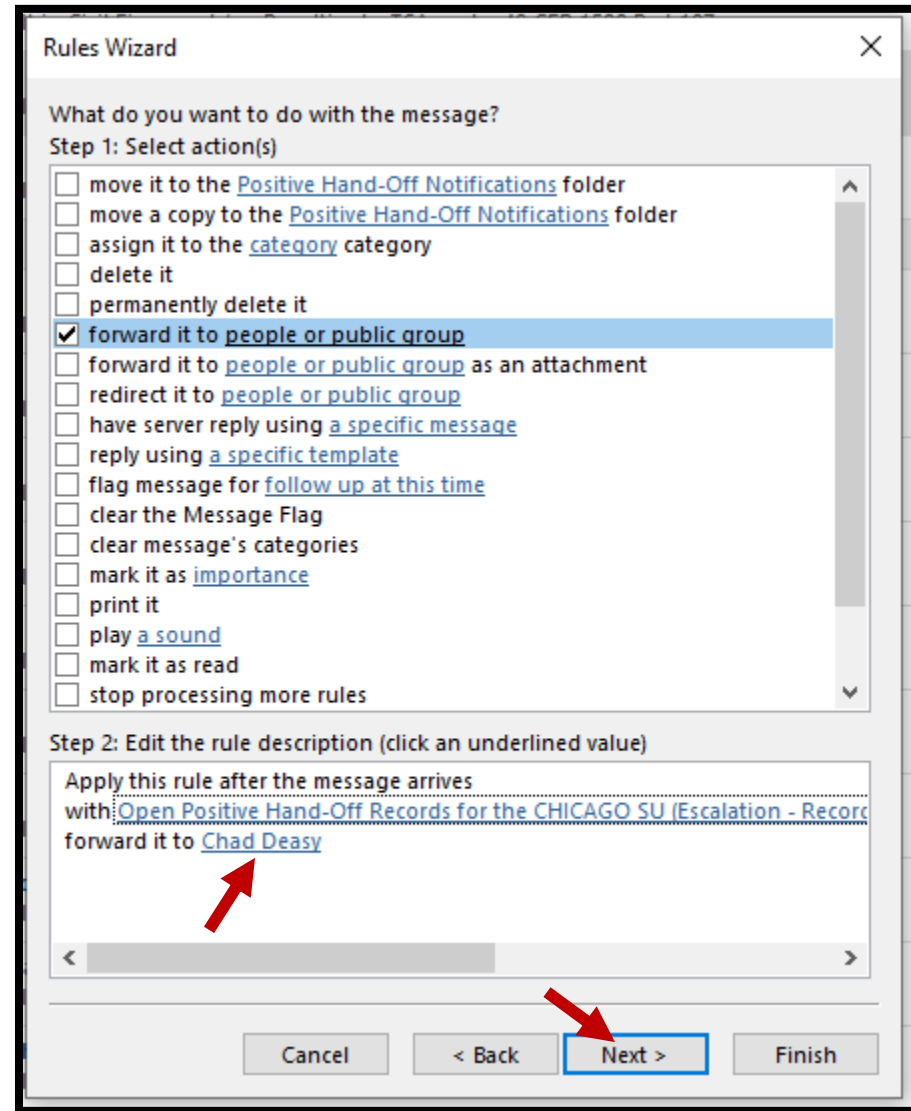
5. Once done, click 'OK' and then click 'Next'.

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



Creating a Rule in Outlook (to automatically forward specific emails to other people or groups)

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.



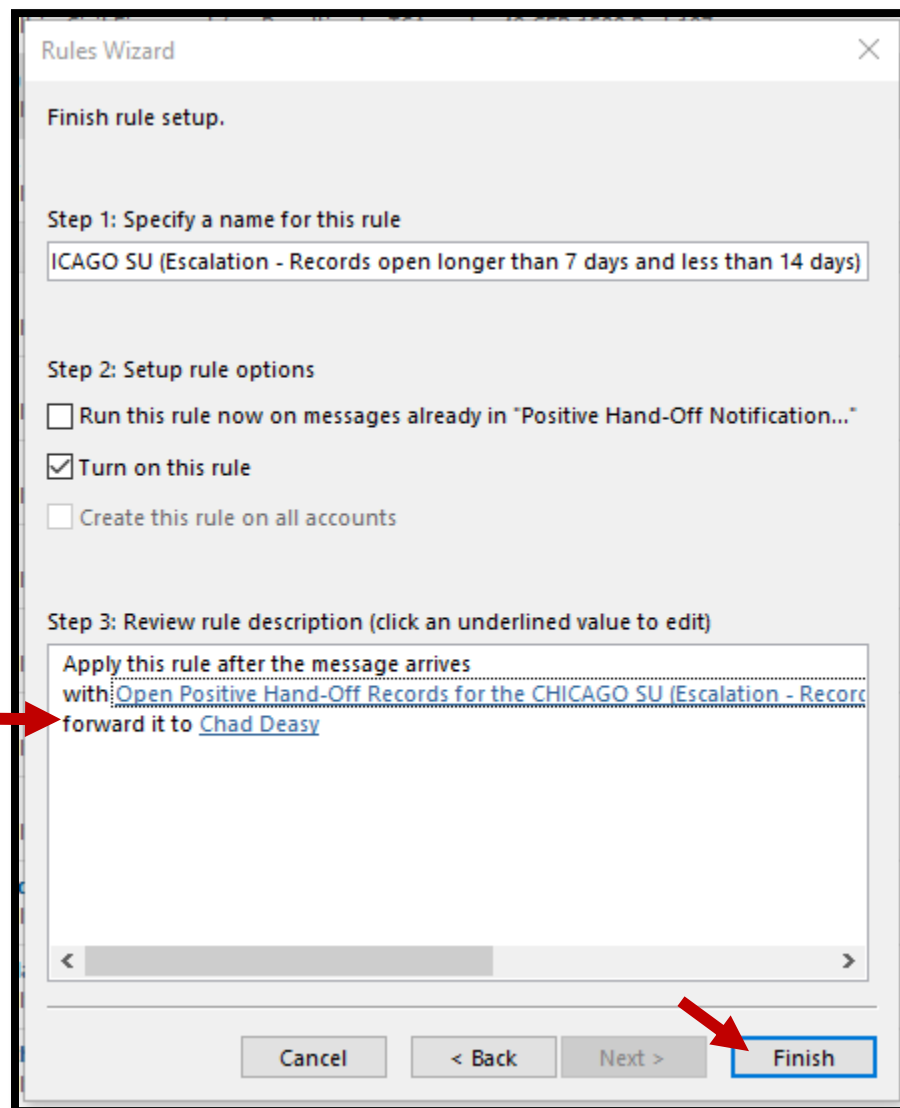
6. Click 'Next' on the 'Exceptions' page to skip this page.

Creating a Rule in Outlook (to automatically forward specific emails to other people or groups)

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

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

Review Here: →



The screenshot shows the 'Rules Wizard' dialog box in Outlook. The window title is 'Rules Wizard' with a close button (X) in the top right corner. The main heading is 'Finish rule setup.' Below this, there are three steps:

- Step 1: Specify a name for this rule**
A text box contains the name: 'ICAGO SU (Escalation - Records open longer than 7 days and less than 14 days)'
- Step 2: Setup rule options**
Three checkboxes are present:
 - Run this rule now on messages already in "Positive Hand-Off Notification..."
 - Turn on this rule
 - Create this rule on all accounts
- Step 3: Review rule description (click an underlined value to edit)**
A text box contains the rule description: 'Apply this rule after the message arrives with Open Positive Hand-Off Records for the CHICAGO SU (Escalation - Records) forward it to Chad Deasy'. A red arrow points from the 'Review Here:' text to the underlined values in this text box.

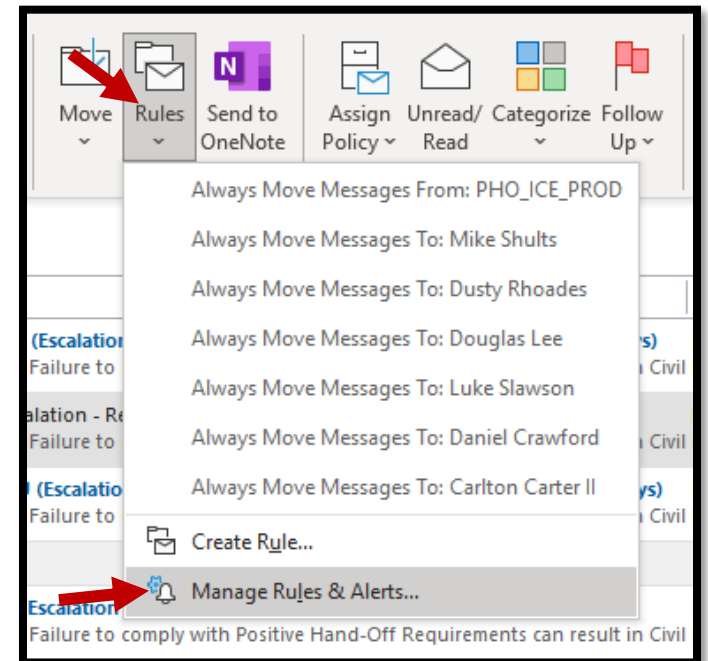
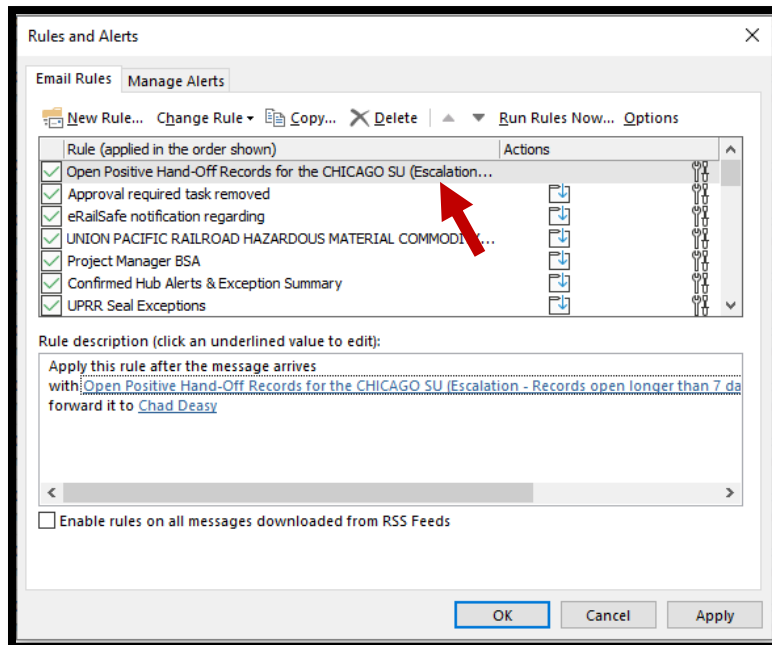
At the bottom of the dialog box, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. A red arrow points to the 'Finish' button.

Creating a Rule in Outlook (to automatically forward specific emails to other people or groups)

Managing a Rule (changing your distribution):

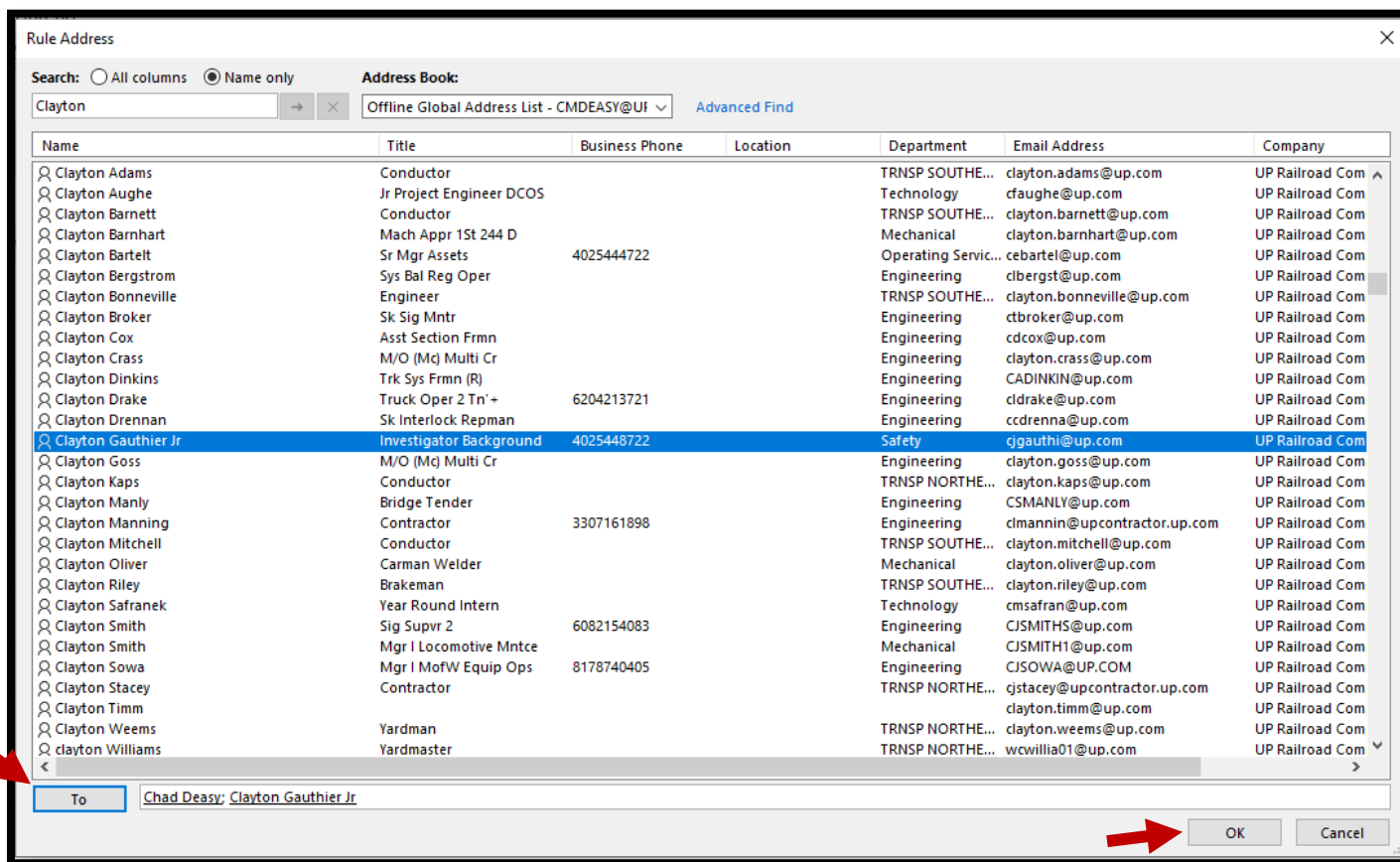
(Note: if you previously chose a group, then it will automatically change as you change to group itself, so this is not necessary):

1. Click on 'Rules' again and then click on 'Manage Rules & Alerts':
2. Double Click on the Rule you created, then click one of the names or groups you chose to forward it to.



Creating a Rule in Outlook (to automatically forward specific emails to other people or groups)

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



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