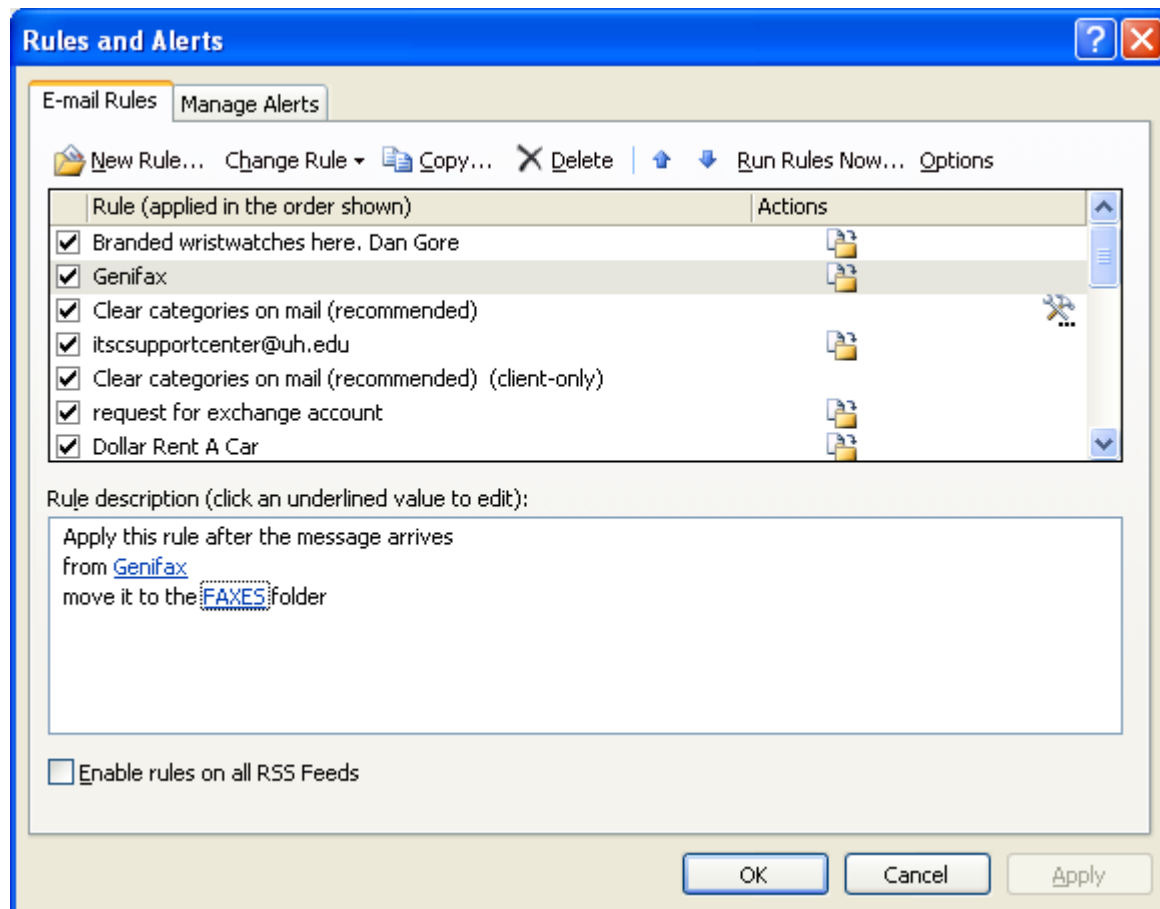


Under the **Tools** menu in Outlook, click **Rules and Alerts**

Click **New Rule** then click **OK**



Step 1

Click **Check messages when they arrive** then click **Next**.

**Rules Wizard**

Start from a template or from a blank rule

Step 1: Select a template

**Stay Organized**

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

**Stay Up to Date**

- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

**Start from a blank rule**

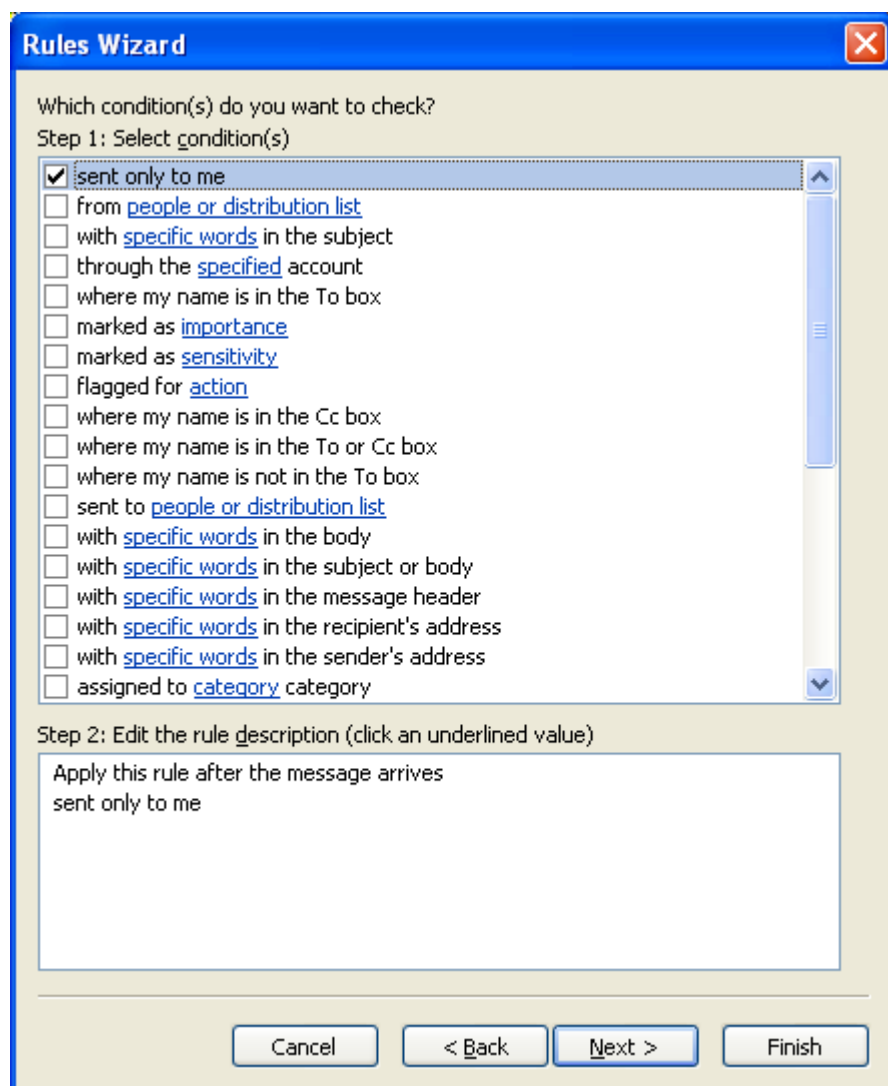
- Check messages when they arrive
- Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
sent only to me

Cancel < Back Next > Finish

Click **sent only to me** then click **Next**.



The image shows a 'Rules Wizard' dialog box with a blue title bar and a close button. It contains two steps. Step 1 is 'Select condition(s)' and features a list of 20 conditions. The first condition, 'sent only to me', is selected with a checkmark. Step 2 is 'Edit the rule description (click an underlined value)' and shows a text area with the rule description 'Apply this rule after the message arrives' and 'sent only to me'. At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

**Rules Wizard**

Which condition(s) do you want to check?

Step 1: Select condition(s)

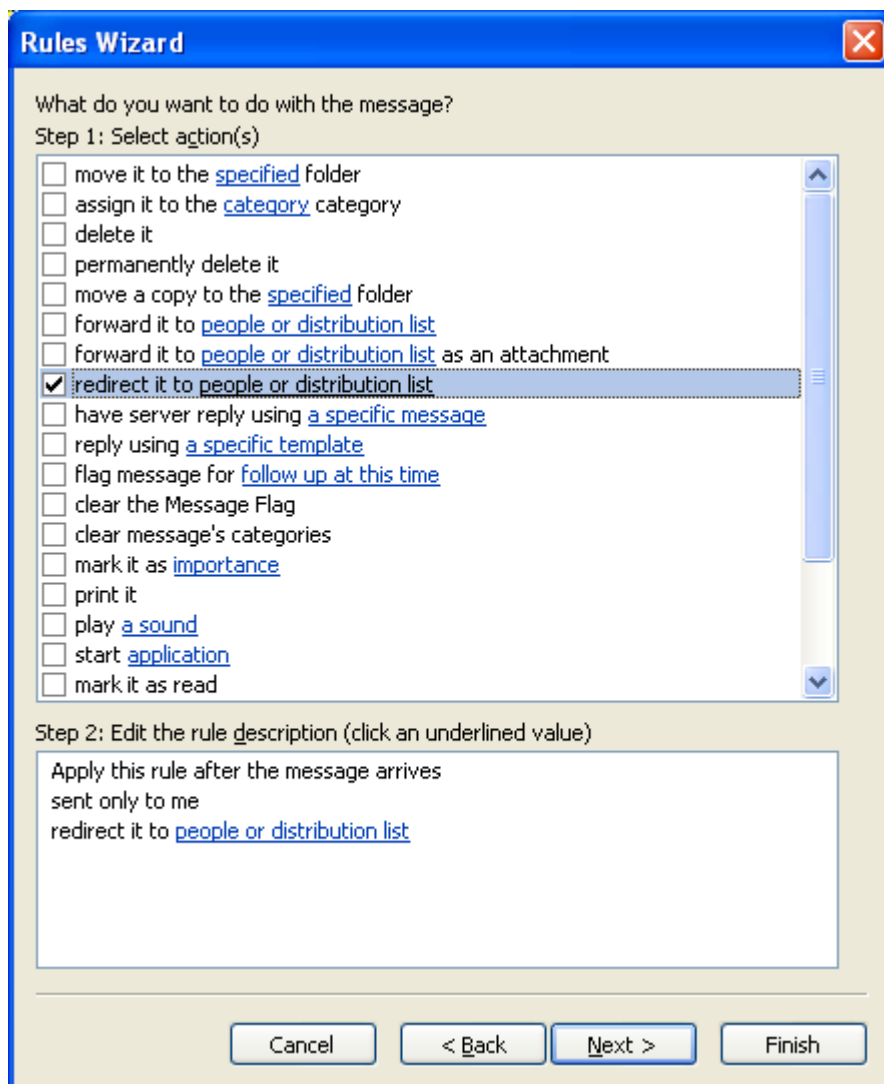
- ☒ sent only to me
- ☐ from [people or distribution list](#)
- ☐ with [specific words](#) in the subject
- ☐ through the [specified](#) account
- ☐ where my name is in the To box
- ☐ marked as [importance](#)
- ☐ marked as [sensitivity](#)
- ☐ flagged for [action](#)
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to [people or distribution list](#)
- ☐ with [specific words](#) in the body
- ☐ with [specific words](#) in the subject or body
- ☐ with [specific words](#) in the message header
- ☐ with [specific words](#) in the recipient's address
- ☐ with [specific words](#) in the sender's address
- ☐ assigned to [category](#) category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
sent only to me

Cancel < Back Next > Finish

Click **redirect it to [people or distribution list](#)**.



**Rules Wizard**

What do you want to do with the message?

Step 1: Select action(s)

- ☐ move it to the [specified](#) folder
- ☐ assign it to the [category](#) category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the [specified](#) folder
- ☐ forward it to [people or distribution list](#)
- ☐ forward it to [people or distribution list](#) as an attachment
- ☒ **redirect it to [people or distribution list](#)**
- ☐ have server reply using [a specific message](#)
- ☐ reply using [a specific template](#)
- ☐ 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](#)
- ☐ start [application](#)
- ☐ mark it as read

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
sent only to me  
redirect it to [people or distribution list](#)

Cancel < Back Next > Finish

Step 2

Click [people or distribution list](#).

Enter the “forwarding” email address in the “To” field then click **OK**

**Rule Address**

**Search:** ☒ Name only ☐ More columns **Address Book**

**Global Address List**

Name	Title	Business Phone	Location
<b>LISTSERV Gifts</b>			
<b>LISTSERV ITD-ALL</b>			
<b>LISTSERV ITD-CCTS</b>			
<b>LISTSERV ITD-INFO SERV</b>			
<b>LISTSERV ITD-TSS</b>			
<b>LISTSERV UH-WEB-COMMITTEE</b>			
<b>C_FAST-Advisory-Team</b>			
<b>C_FAST-ASSC</b>			
<b>C_FAST-Core-Team</b>			
<b>C_FAST-Financial</b>			
<b>C_FAST-Student-Admin</b>			
<b>C_FAST-Technical</b>			
<b>C_IT Data Network List (MSFT)</b>			
<b>C_IT Exchange Admins</b>			
<b>C_IT Server Alerts</b>			
<b>C_Law Admin/Faculty/Staff</b>			
<b>C_Law Building Help</b>			

**To ->**