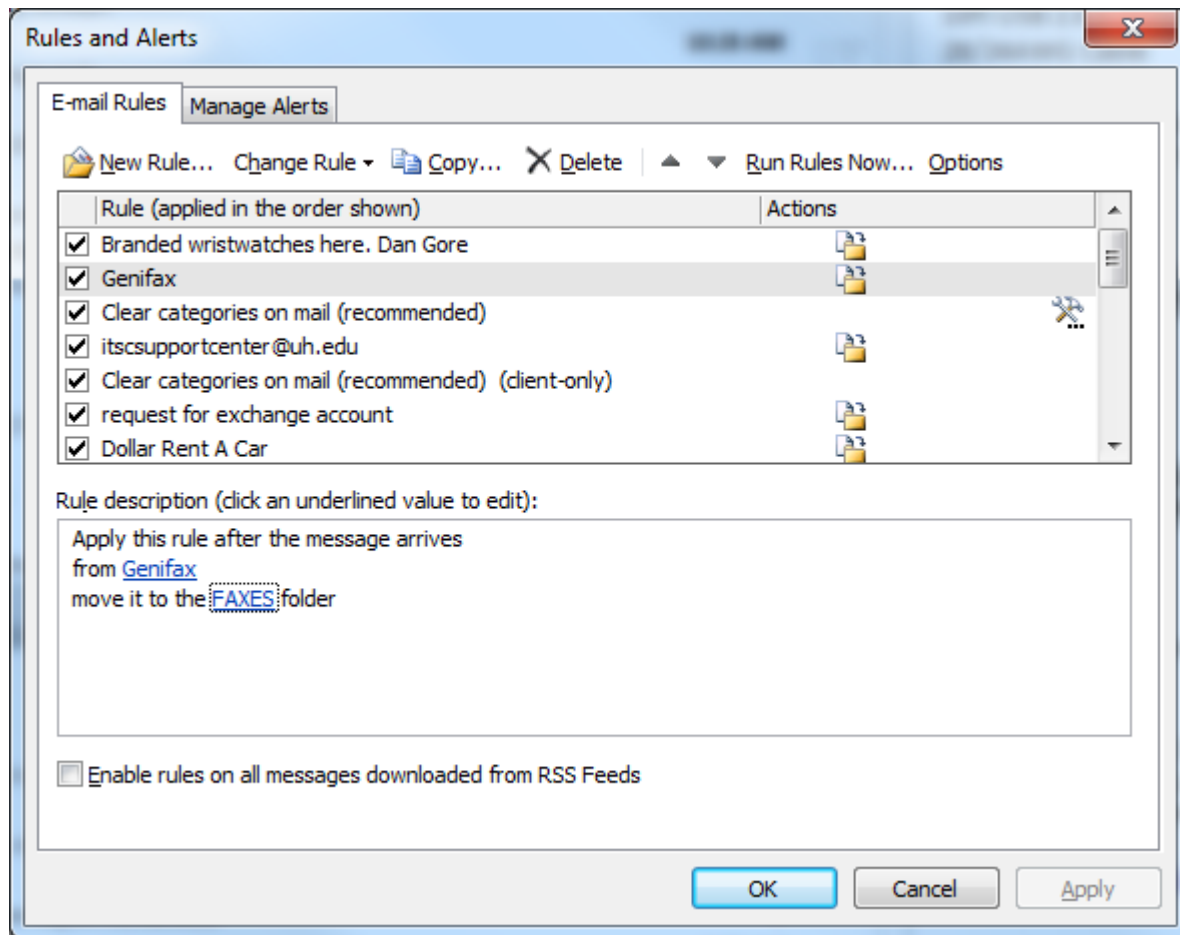


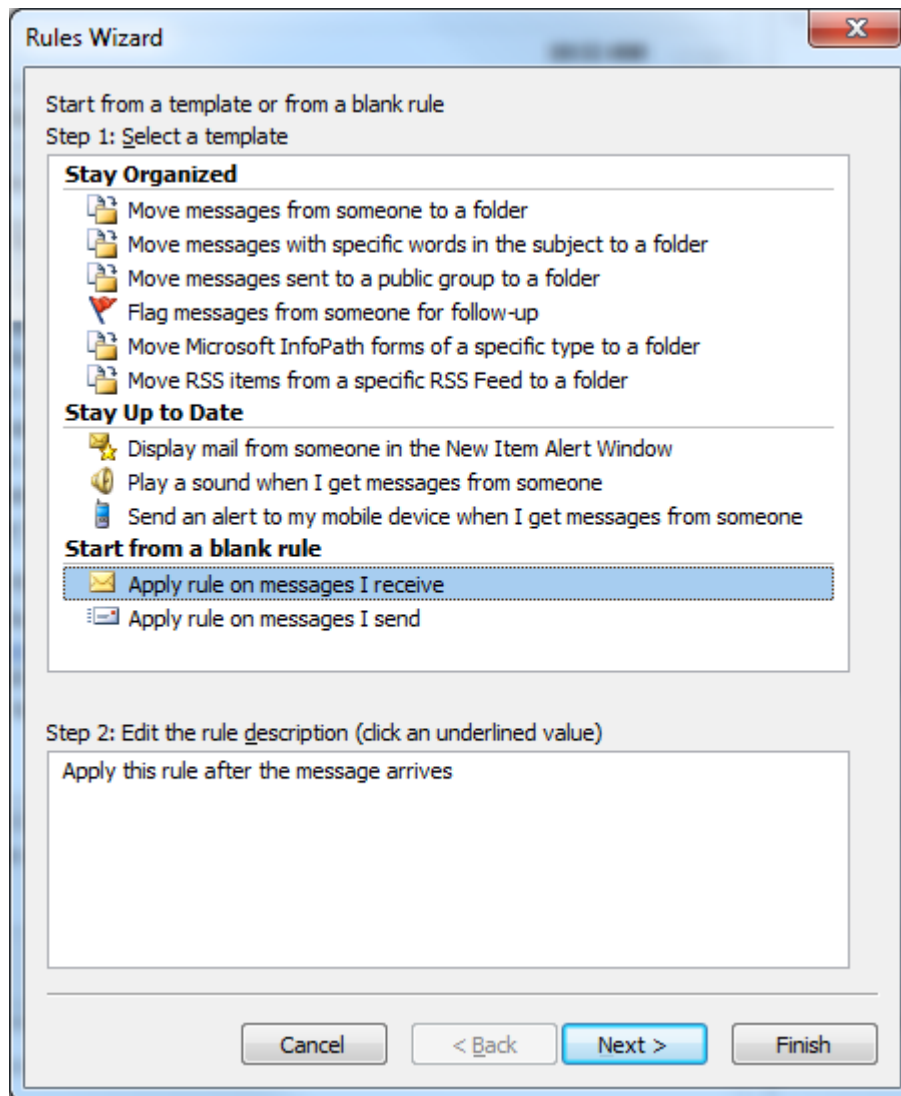
Under the **Rules** icon, click **Manage Rules and Alerts**.

Click **New Rule**.



Step 1

Click **Apply rule on messages I receive** then click **Next**.



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

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

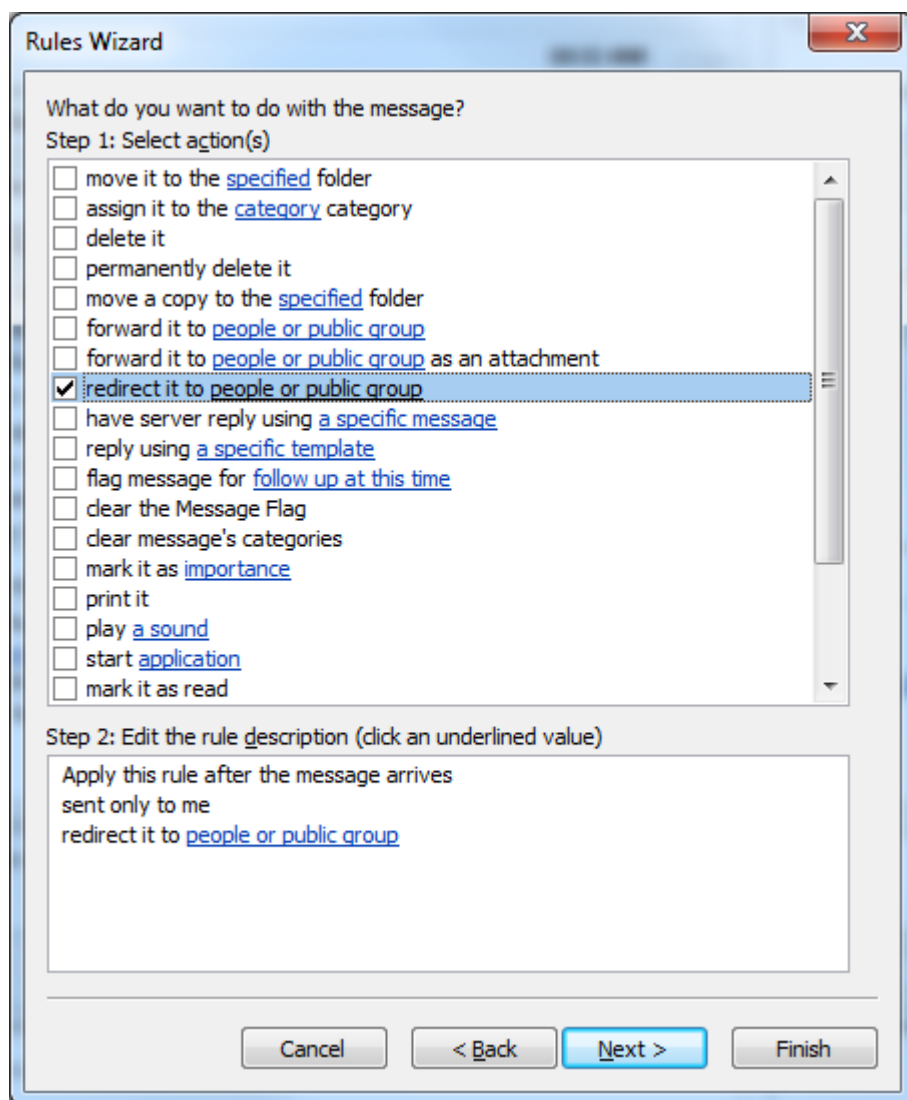
- ☐ from [people or public group](#)
- ☐ with [specific words](#) in the subject
- ☐ through the [specified](#) account
- ☒ **sent only to me**
- ☐ where my name is in the To box
- ☐ marked as [importance](#)
- ☐ marked as [sensitivity](#)
- ☐ flagged for [action](#)
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to [people or public group](#)
- ☐ 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 public group**.



Step 2

Click on **people or public group**.

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

The screenshot shows a 'Rule Address' dialog box with a search interface. The 'Search' section has two radio buttons: 'Name only' (selected) and 'More columns'. To the right is the 'Address Book' section with a search input field, a 'Go' button, a dropdown menu showing 'Global Address List', and a link to 'Advanced Find'. Below this is a table with columns: Name, Title, Business Phone, and Location. The table contains a list of entries, with 'LISTSERV Gifts' selected. At the bottom, there is a 'To ->' button and a text field containing 'jcougar@uh.edu'. 'OK' and 'Cancel' buttons are at the bottom right.

Name	Title	Business Phone	Location
LISTSERV Gifts			
LISTSERV ITD-ALL			
LISTSERV ITD-CCTS			
LISTSERV ITD-INFO SERV			
LISTSERV ITD-TSS			
LISTSERV UH-WEB-COMMITTEE			
C_FAST-Advisory-Team			
C_FAST-ASSC			
C_FAST-Core-Team			
C_FAST-Financial			
C_FAST-Student-Admin			
C_FAST-Technical			
C_IT Data Network List (MS...			
C_IT Exchange Admins			
C_IT Server Alerts			