- 1. Open Outlook
- 2. Select an email from Bishops



3. On the Home Ribbon click on the Rules drop down arrow

File	Home	Send / Receive	Folder	View	Q Tell me what	you want to do						
New Email	New Items •	ि Ignore Sean Up र Sunk र	X Delete	Reply	Reply All	Meeting	Firewall Reports	으, To Manager 으, Reply & Delete	🖃 Team Email 🍞 Create New	•	Move	Rules
Net	N	Delete			Respond			Quick Steps		Fa		Move

4. Select Create Rule... from the drop down menu



A pop up window will open

5. Select Advanced Options...

Create Rule		×				
When I get e-mail with all of the selected conditions						
Subject contains U 9 Cricket Teams for Tuesday 21 February						
Sent to mail						
Do the following						
Display in the New Item Alert window						
Play a selected sound:	Windows Notify Em	Browse				
Move the item to folder:	Select Folder	Select Folder				
	OK Cancel	Advanced Options				

The Rules Wizard will open

6. Tick the checkbox with specific words in the sender's address

Rules Wizard	×					
Which condition(s) do you want to check? Step 1: Select condition(s)						
from <u>Christopher Groom</u> with <u>U 9 Cricket Teams for Tuesday 21 February</u> in the subject sent to <u>mail</u> with <u>U 9 Cricket Teams for Tuesday 21 February</u> in the subject or body through the <u>specified</u> account sent only to me where my name is in the To box marked as <u>importance</u> marked as <u>sensitivity</u> I Ignored for action	~					
Indgge1 of the status 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 with specific words in the body with specific words in the recipient's address with specific words in the sender's address assigned to category	Ĵ					
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>specific words</u> in the sender's address						
Cancel < Back Next > Finis	h					

7. Click on the underlined value '**specific words'** in step 2



8. Type the Bishops domain (@bishops.org.za) into the search field and click ADD



The Bishops domain will be added to the search list

9. Select OK

Search Text	×
Specify a word or phrase to search for in the sender's address:	
	Add
Search list:	
"@bishops.org.za"	
	Remove
ОК	Cancel

10. Select NEXT



11. Tick the checkbox forward it to people or public group

Rules Wizard					
What do you want to do with the message? Step 1: Select action(s)					
 move it to the <u>Deleted Items</u> folder move a copy to the <u>Deleted Items</u> folder assign it to the <u>category</u> category delete it permanently delete it forward it to people or public group 	^				
forward it to <u>people or public group</u> as an attachment redirect it to <u>people or public group</u> have server reply using <u>a specific message</u> reply using <u>a specific template</u> flag message for <u>follow up at this time</u> clear the Message Flag clear message's categories mark it as <u>importance</u> print it					
play <u>a sound</u> start <u>application</u> mark it as read					
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>@bishops.org.za</u> in the sender's address forward it to <u>people or public group</u>					
Cancel < Back Next > Finish	ו				

12. Click on the underlined value 'people or public group' in step 2



13. Enter the email address to which all Bishops mail should be forwarded in the To field and click OK

Rule Address					
Search: Name only OMore colu	mns Go	Address Book Offline Global Address List - Idinan@bishc Advanced Find			
Name	Title	Business Phone Location			
 1234567890 150rugbyclub 2010 a AAA User aaagr10 aaagr7 aaagr7 aaagr7 aaagr9 Nine aaagr469 aaagrade9 aaastaff abakhokeli Abdulla Idrees Aberdein Ionathan D 		^ ~ ~			
To -> joe.bloggs@gmail.co	m				
-		OK Cancel			

14. The rule is displayed in Step2 - click **NEXT**

Rules Wizard	×				
What do you want to do with the message? Step 1: Select action(s)					
move it to the <u>Deleted Items</u> folder move a copy to the <u>Deleted Items</u> folder assign it to the <u>category</u> category delete it permanently delete it forward it to <u>people or public group</u> forward it to <u>people or public group</u> have server reply using <u>a specific message</u> reply using <u>a specific template</u> flag message for <u>follow up at this time</u> clear the Message Flag clear message's categories mark it as importance					
 play <u>a sound</u> start <u>application</u> mark it as read 	~				
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>@bishops.org.za</u> in the sender's address forward it to <u>joe.bloggs@gmail.com</u>					
Cancel < Back Next > Fir	nish				

15. There is no need to set any exceptions - click **NEXT**

Rules Wizard X	:				
Are there any exceptions? Step 1: Select exception(s) (if necessary)					
except if from people or public group except if the subject contains <u>specific words</u> except through the <u>specified</u> account except through the <u>specified</u> account except where my name is in the To box except if it is marked as <u>sensitivity</u> except if it is marked as <u>sensitivity</u> except if it is flagged for <u>action</u> except where my name is in the Cc box except where my name is in the To or Cc box except if sent to <u>people or public group</u> except if the subject or body contains <u>specific words</u>					
except if the message header contains <u>specific words</u> except with <u>specific words</u> in the recipient's address except with <u>specific words</u> in the sender's address except if assigned to <u>category</u> category					
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>@bishops.org.za</u> in the sender's address forward it to <u>joe.bloggs@qmail.com</u>					
Cancel < Back Next > Finish					

16. Ensure Turn on this rule is ticked and then click FINISH



Future mail received from @bishops.org.za should now be for forwarded to the individual you selected in your rule.