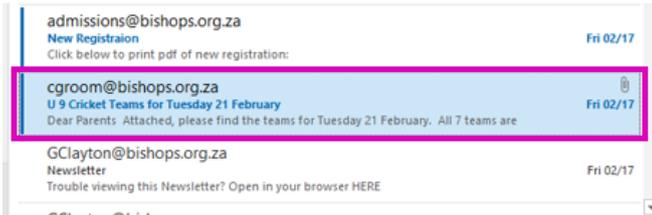
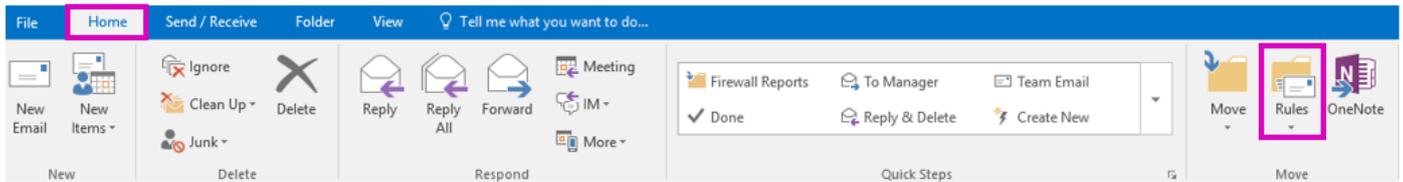


## INSTRUCTIONS for Setting Up AUTO FORWARDING in Outlook

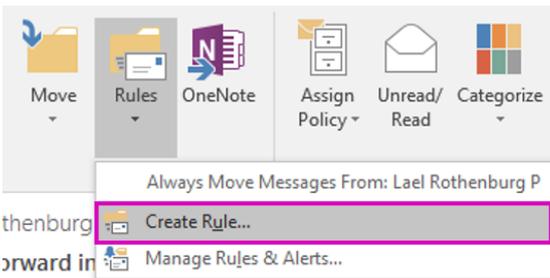
1. Open Outlook
2. Select an email from Bishops



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

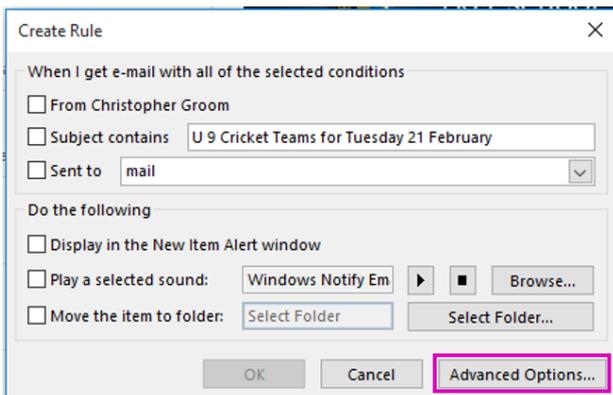


4. Select **Create Rule...** from the drop down menu



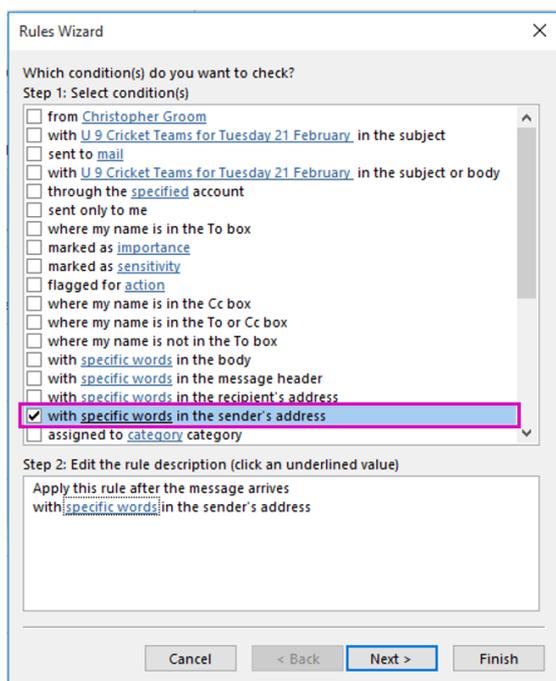
*A pop up window will open*

5. Select **Advanced Options...**

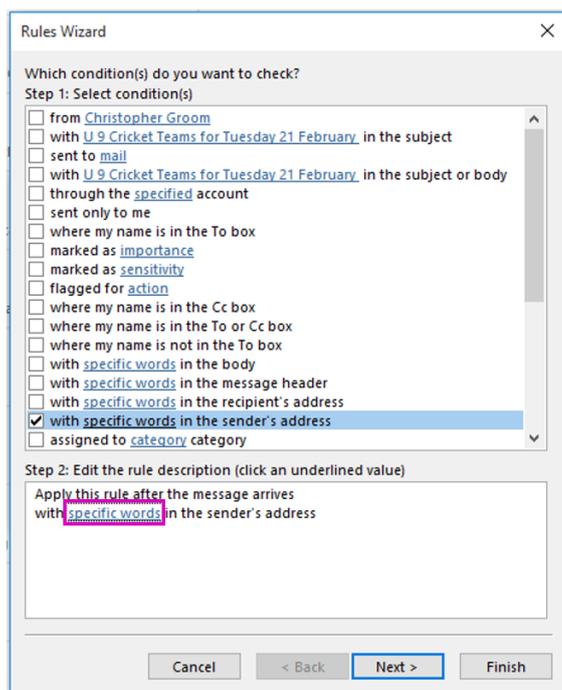


*The Rules Wizard will open*

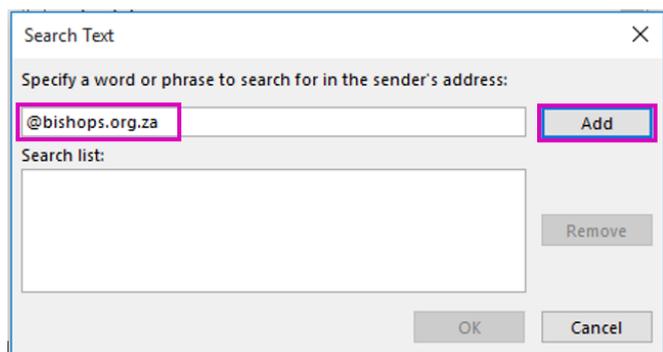
6. Tick the checkbox **with specific words in the sender's address**



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

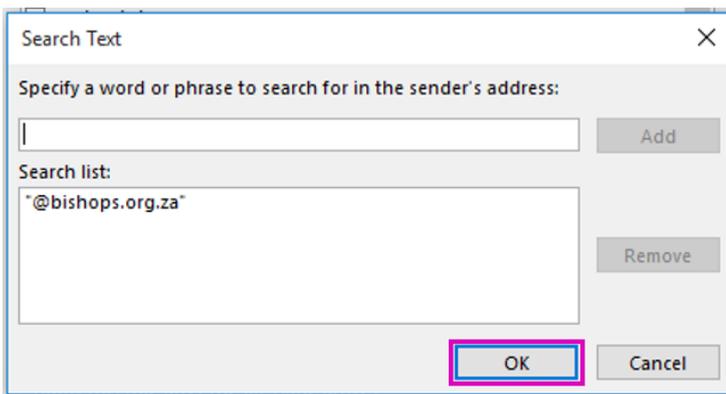


8. Type the Bishops domain (**@bishops.org.za**) into the search field and click **ADD**

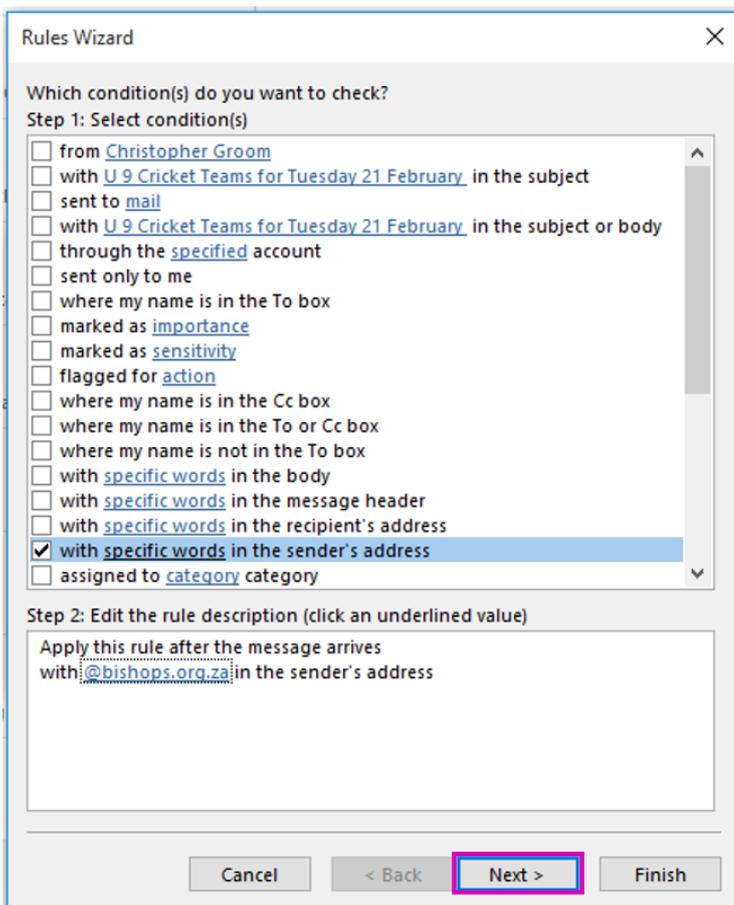


*The Bishops domain will be added to the search list*

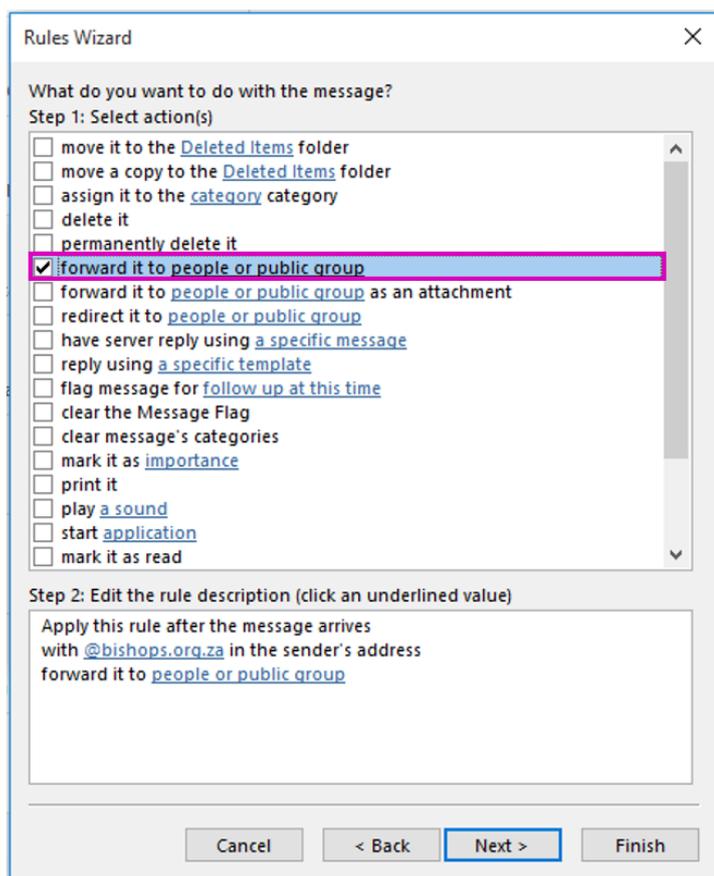
9. Select OK



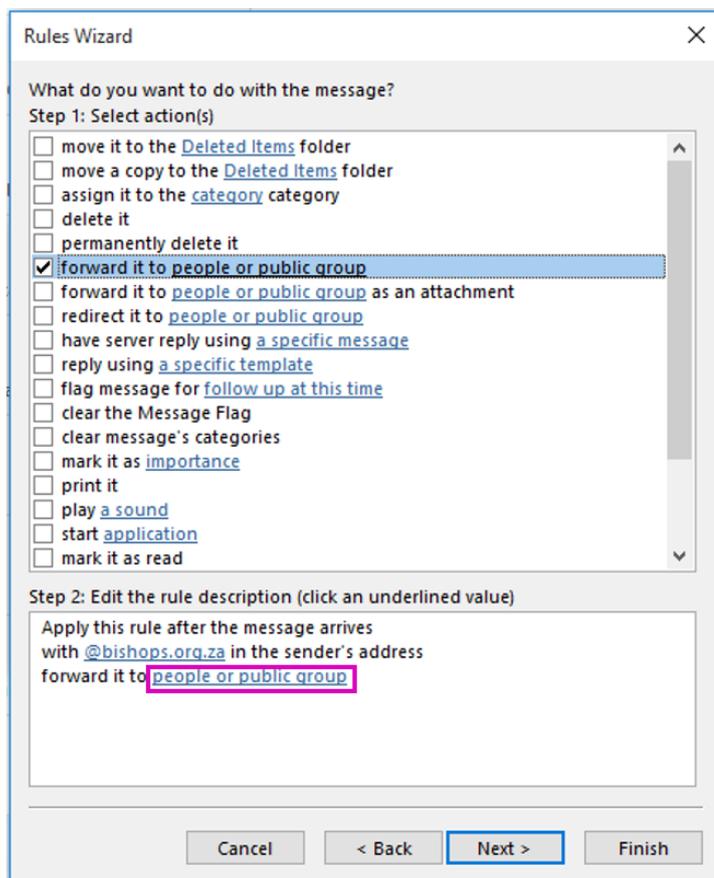
10. Select NEXT



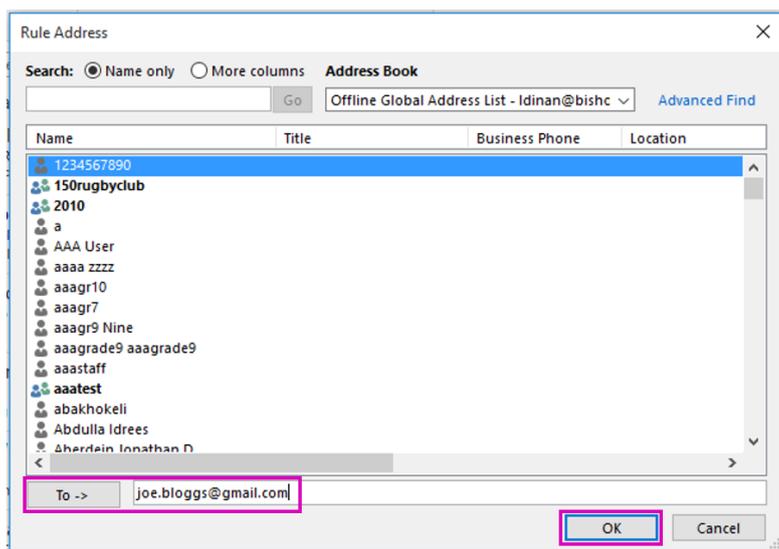
11. Tick the checkbox **forward it to people or public group**



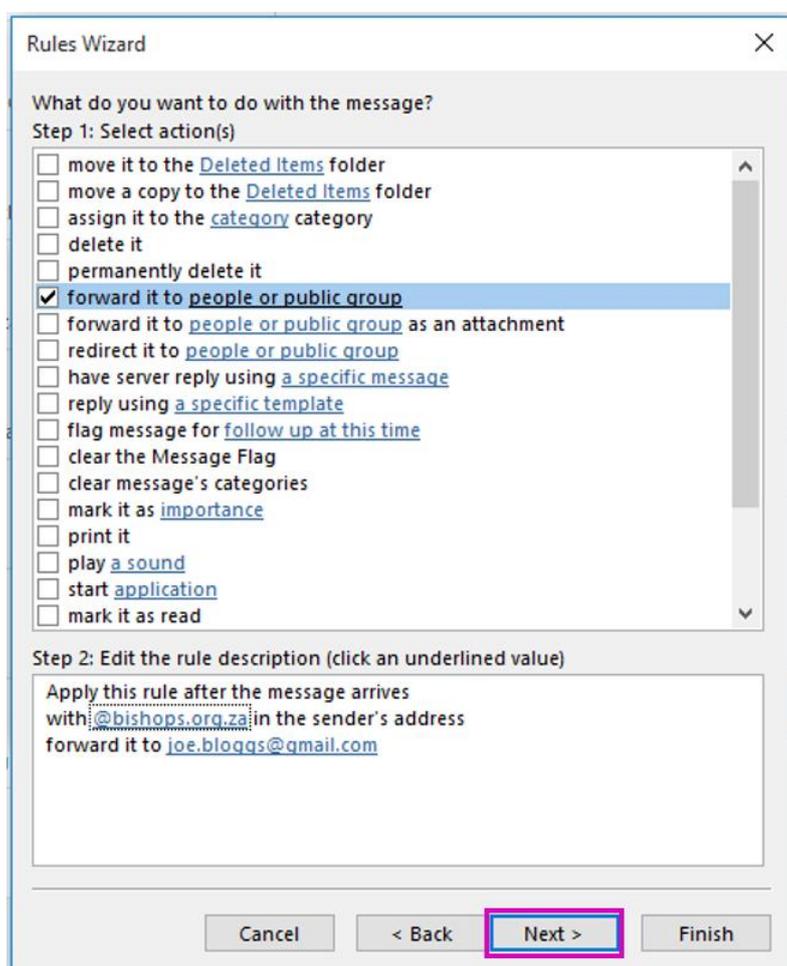
12. Click on the underlined value 'people or public group' in step 2



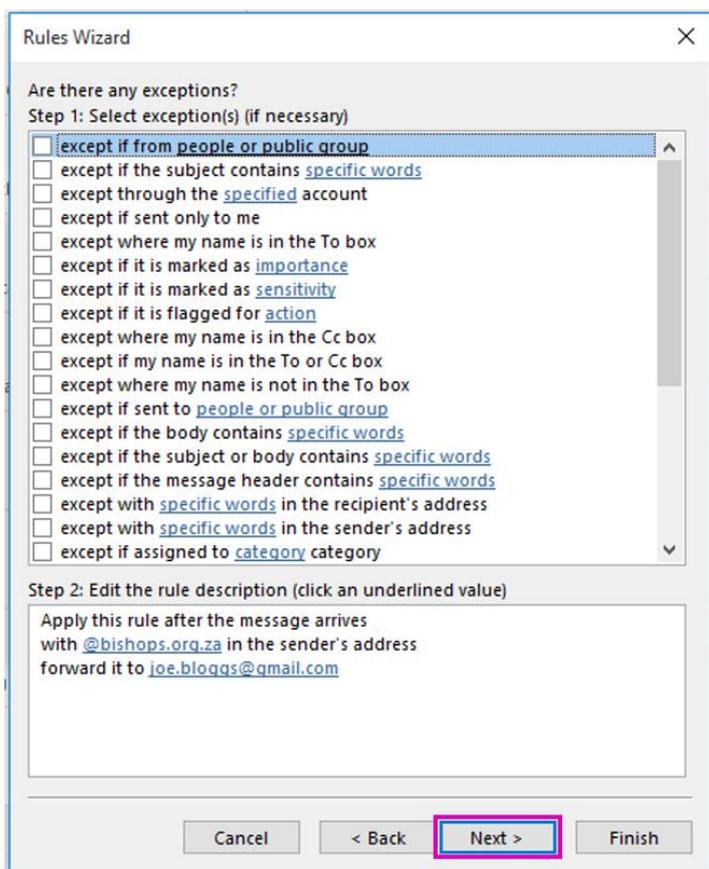
13. Enter the email address to which all Bishops mail should be forwarded in the To field and click OK



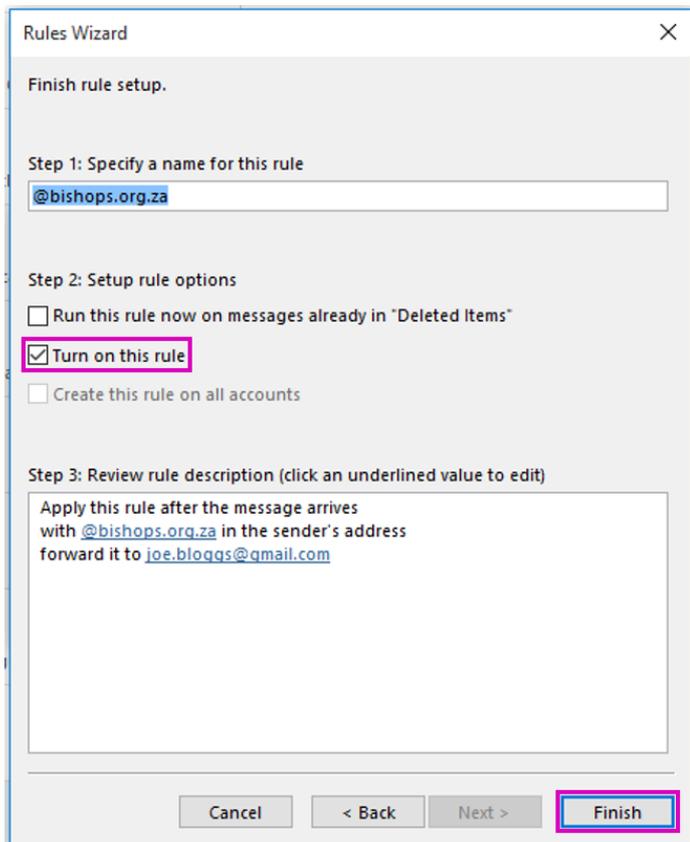
14. The rule is displayed in Step2 - click NEXT



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



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.