

Creating Forwarding/Redirection Rules in Outlook 2010

There are two variants to message forwarding in FermiMail:

- **Message forwarding:** When a rule automatically *forwards* a message you receive, it leaves a copy of the message in your Inbox or in the folder to which the message was originally delivered. The rule then adds the designation "FW:" to the beginning of the Subject line, changes the message formatting, and then forwards the message to the account specified by the rule. The recipient represented by the account also sees that the message came from you.
- **Message redirection:** When a rule automatically *redirects* a message you receive, it also leaves a copy in your Inbox or in the folder to which the message was originally delivered. The rule then sends the message, unchanged, to the account specified by the rule. To the recipient, the message appears as though it came directly from the original sender. There is no indication that the message was delivered by way of your account.

Most users are familiar with manually forwarding their email, which inserts "FW:" in the subject line and clearly indicates that the mail came most recently from you, not the original sender. Users may prefer message redirection, however, if they are automatically sending email to a home institution since the email will then appear as if it came directly from the original sender, rather than having been forwarded through FermiMail. In either case, essentially the same procedure can be used to create message forwarding or message redirection rules in FermiMail.

How to create forwarding/redirection rules in Outlook 2010

1. Start and login to **Outlook**.
2. In the **Mail** view, in the **Navigation** Pane, in the **File** tab, click **Manage Rules & Alerts**.
3. Under the **E-mail Rules** tab, click **New Rule...**
4. Under **Start from a blank rule**, select **Apply rule on messages I receive**, and then click **Next**.
5. Under **Step 1: Select condition(s)**, select the check box next to each condition that you want the incoming message to match, if any. It is acceptable to make no selection.
 - a. If you selected a condition in Step 1, then, under **Step 2: Edit the rule description**, click the underlined value that corresponds to the condition, and then select or type the necessary information.
 - b. If you did not select a condition in Step 1, then you will be prompted with a warning that the rule will be applied to every message you received. If this is intended, then click **Yes**.
 - c. Click **Next**.
6. Under **Step 1: Select action(s)**, select EITHER the:
 - a. To Forward: **forward it to people or distribution list** check box, OR the

- b. **To Redirect: redirect it to people or distribution list** check box.
7. Under **Step 2: Edit the rule description**, click **people or distribution list**.
 - a. In one of the address lists, double-click the name or distribution list to which you want to forward the messages, or type it into the **To->** field.. You are not restricted to the search list. You may enter ANY email address in the **To->** field, such as "myOtherAccount@myhome.institution.edu"
 - b. Click **OK**.
8. Click **Next** twice.
9. Under **Step 1: Specify a name for this rule**, type a name.
 - a. To run this rule on the messages that are already in your Inbox folder, select the **Run this rule now on messages already in Inbox** check box.
 - b. To apply this rule to all your e-mail accounts and Inboxes, select the **Create this rule on all accounts** check box. This will be greyed out if you have only one account setup in Outlook.
10. Click **Finish**