

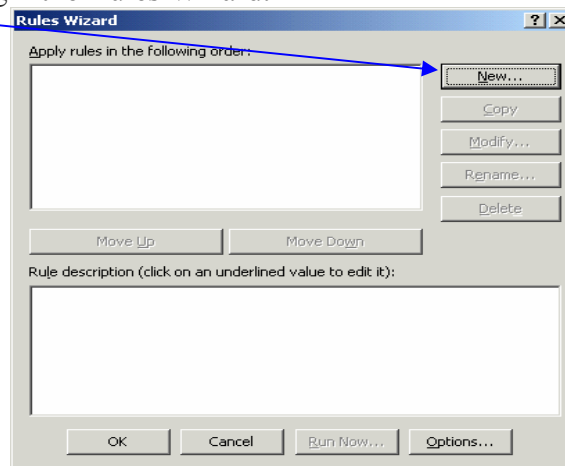
## Creating a Rule in Outlook

A rule is a set of conditions and actions for processing and organizing your Email messages. Conditions identify which actions should be taken when a message arrives into the inbox. These instructions demonstrate how to create a rule which automatically forwards messages to a person when specific words are in the subject of the email.

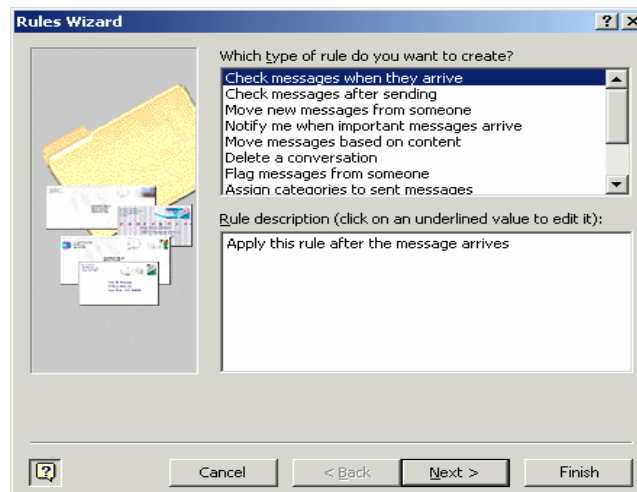
### How to Forward Selected Messages to another Person Automatically

Use these steps to select messages and forward them to another person automatically after they arrive in your Inbox. This is a good idea if you want email forwarded to a back-up person when you are on vacation.

1. Click **Tools** in the Outlook 2000 menu, and then select the **Rules Wizard**.
2. Click the **New** button to begin the Rules Wizard.

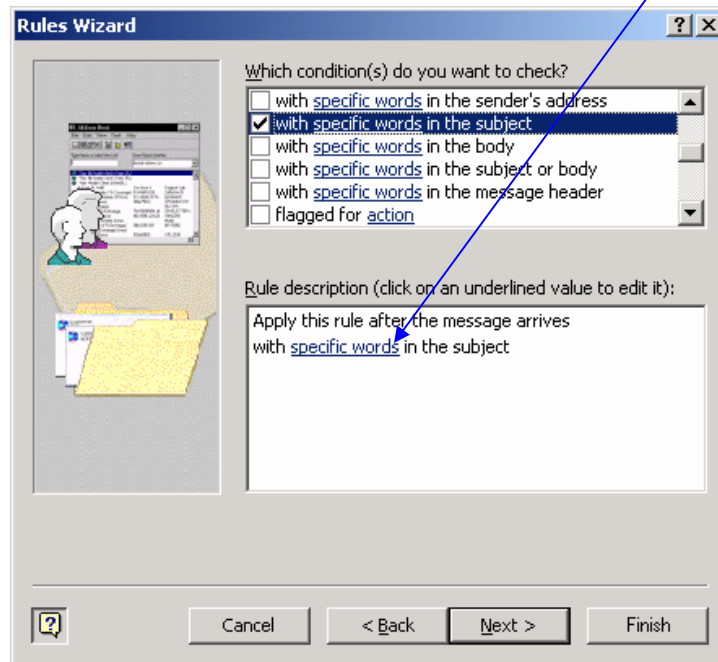


3. To check all incoming email against the rule, select "**Check messages when they arrive**" and click **Next**.

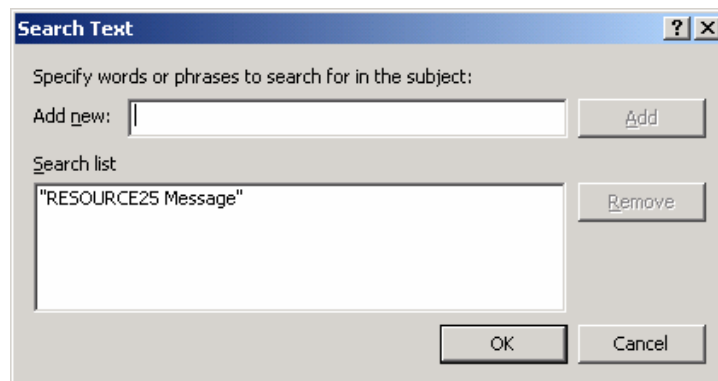
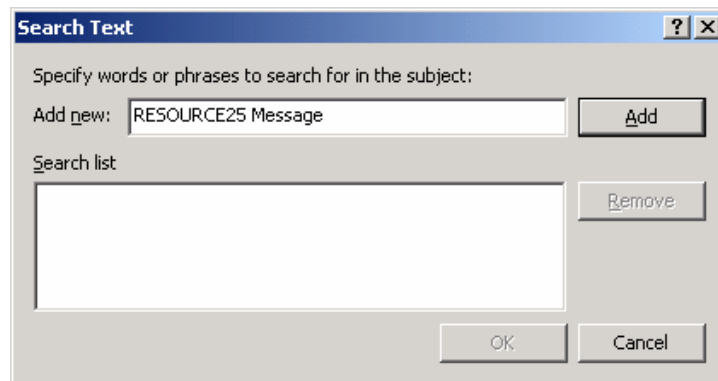


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4. The next window asks, "What conditions do you want to check?". Scroll down and check the box (left-click) beside "**with specific words in the subject.**"
5. In the bottom window of the Rules Wizard, click on "**specific words**"

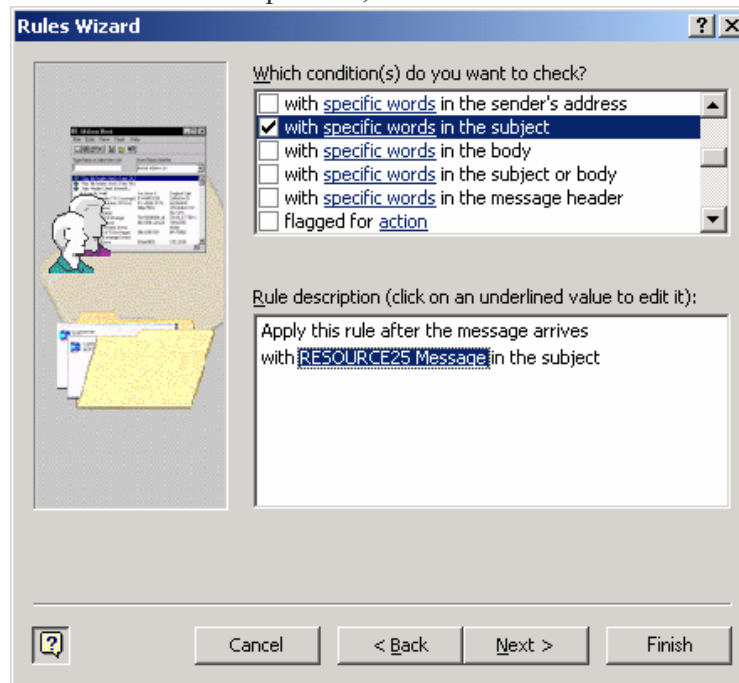


6. Type the text that are searching for after Add new and click Add. Repeat this if you want to search for different selections of words in your subject. Be as inclusive as possible to meet your expectations.

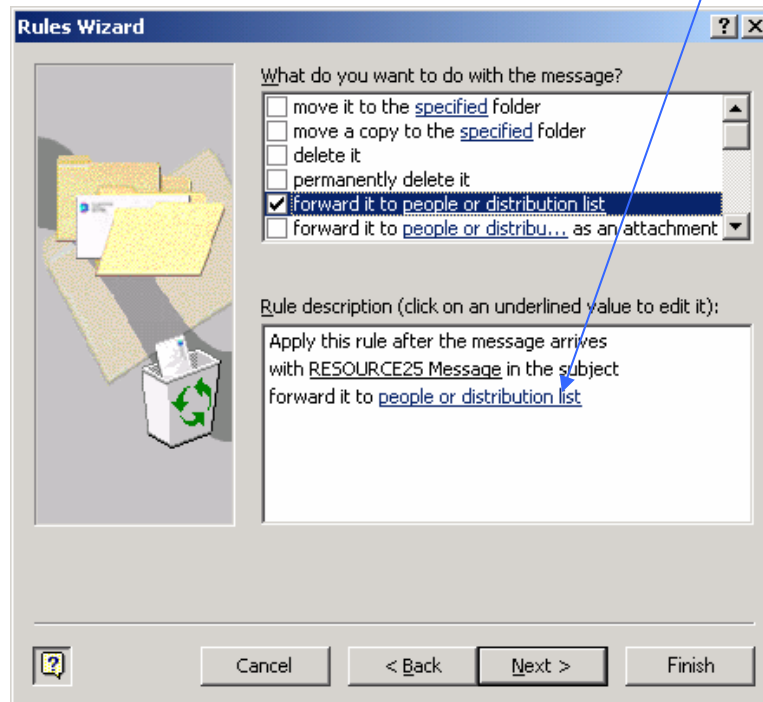


For further documentation and help, see the ITS web site at [www.ccac.edu/its](http://www.ccac.edu/its).

7. After you add the different words or phrases, click **OK**.

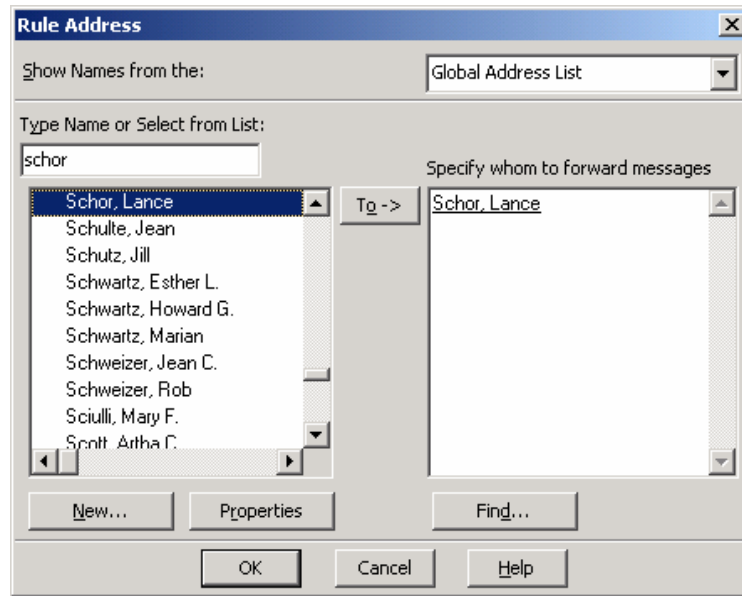


8. In the next window the Rules Wizard asks "What do you want to do with the message?" Scroll down the list and check the box before **forward it to people or distribution list**.
9. In the bottom window of the Rules Wizard, click "**people or distribution list**".

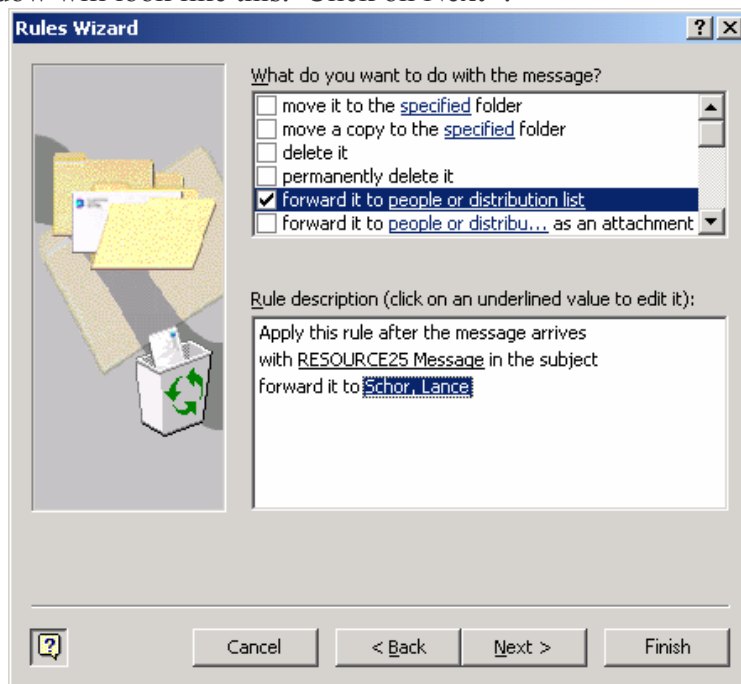


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- The Rule Address window will show up with the Global Address List. Add the person or distribution list to whom you want to have the emails forwarded. Click OK.



- The window will look like this. Click on Next>.

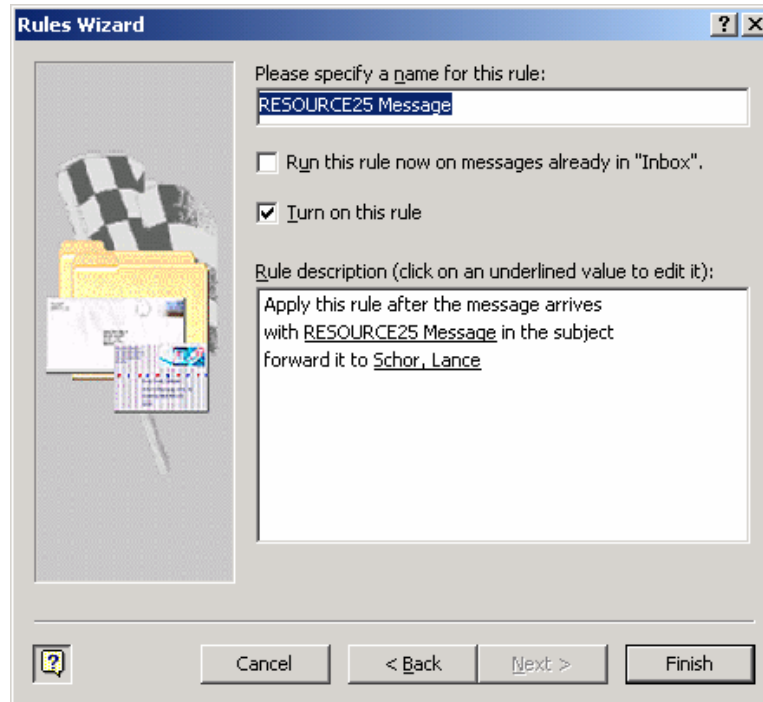


- Check the box(es) beside any exceptions you want added to your rule (e.g. "except if sent directly to me"), and then click Next.

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13. Your rule should appear as a sentence (shown below) in the bottom pane of the Rules Wizard. If the rule appears okay, check the box to turn on your new email rule and click **Finish**.



14. The Rules Wizard window will show all the Rules that you have created for yourself. You can turn rules on and off as you need to. Click OK to exit the Rules Wizard.