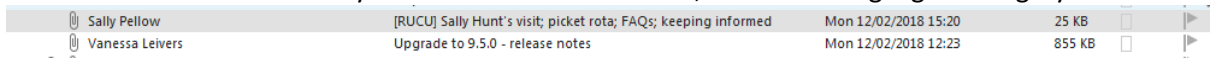
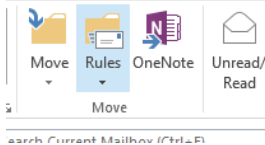


Setting up a rule on Outlook

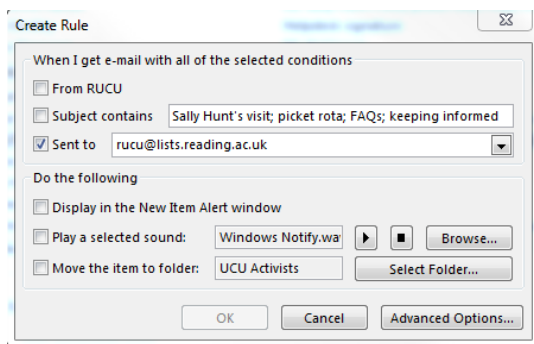
1. Make sure you are in the main inbox screen, with all the emails from your inbox showing. Click ONCE on the email that you want to create a rule for, so that it is highlighted in grey:



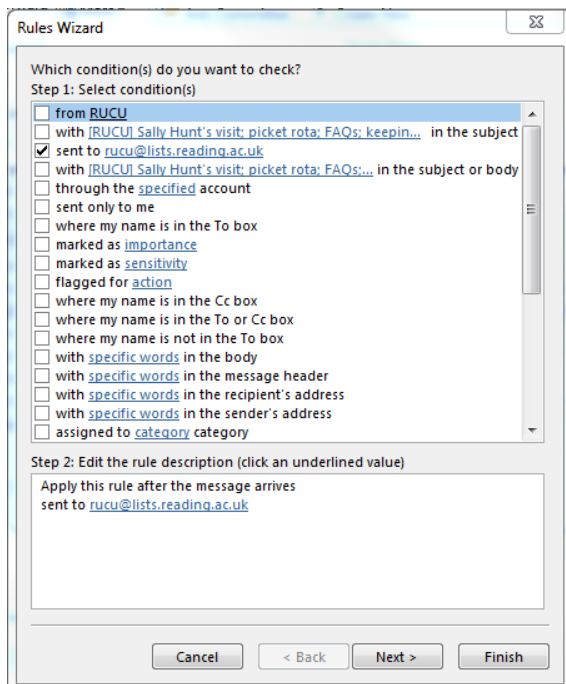
Click on Rules in the top ribbon and select Create Rule.



A window will open. Tick the box next to Sent to, where the email address is showing as rucu@lists.reading.ac.uk. Click on Advanced Options.

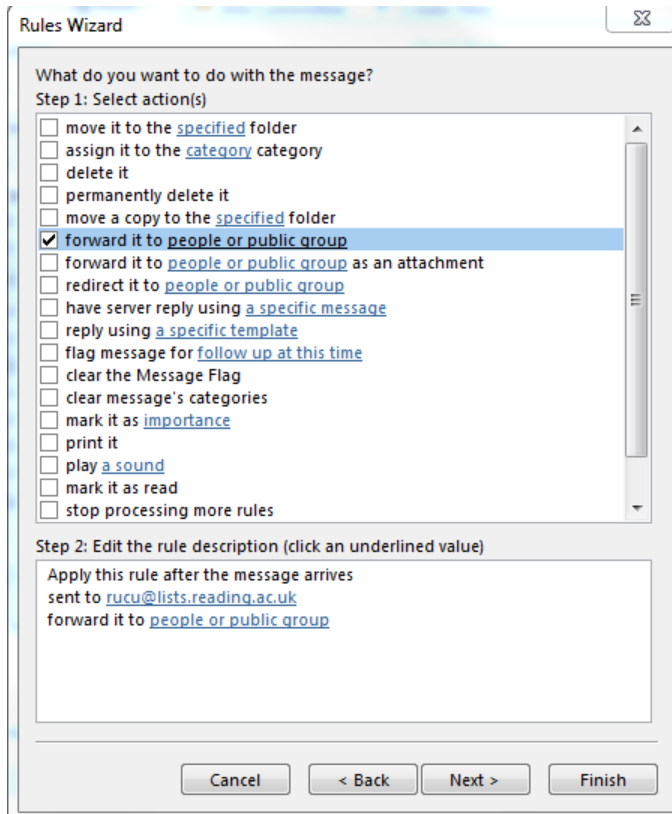


The conditions window will appear, showing that the rule is being set up for those emails sent to rucu@lists.reading.ac.uk. Click on Next.

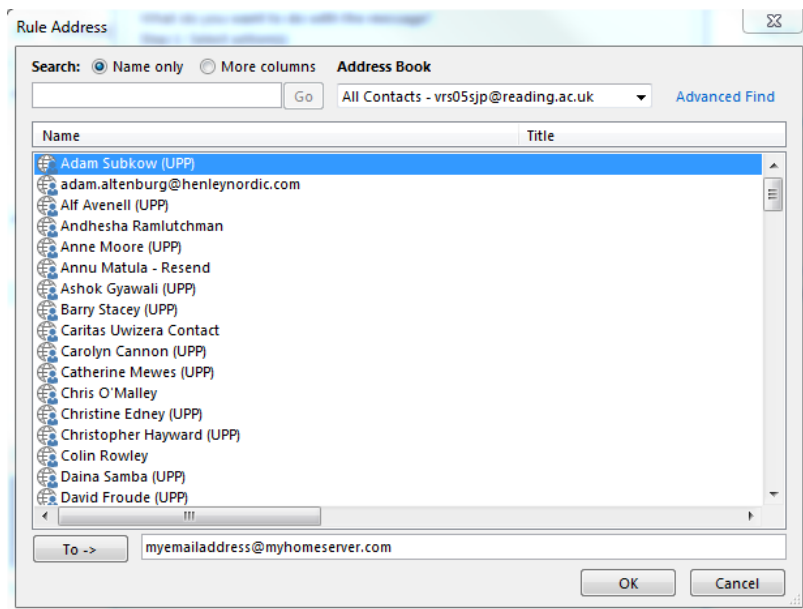


In the next window, you are asked what you want to do with the email. In this particular case, you want to forward it to yourself: so tick the box next to "forward it to people or public group". This

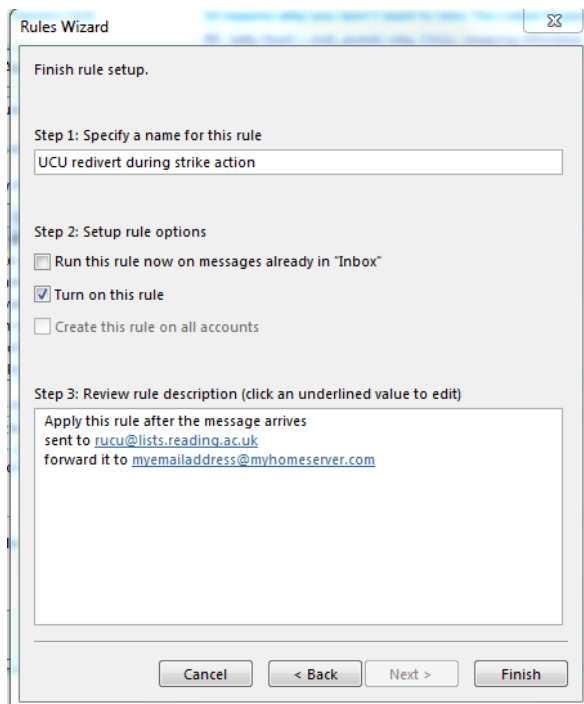
will update the window at the bottom called Step 2 and will show this rule appearing. Click in that window on the blue underlining for 'people or public group'.



When you click on 'people or public group' the following window will appear: type your email address in the To field and click on OK.



When you have clicked on OK, you go back to the previous window which should now be showing your rule at the bottom. Click on Next twice, which will take you to the following window: here, you can give your rule a name and make sure it's set to turn on. Click on Finish.



If you want to amend this rule (stop it, or change the email address) then you can do this by going to the starting step, but when you click on Rules, you click instead on Manage rules and Alerts. Click on the rule that you want to amend, then click on Change rule: you can work your way through and get to the last screen to Turn off the rule. Alternatively you can delete the rule.