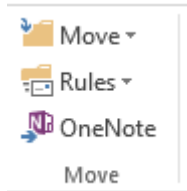If you are using Outlook, here's what to do to make sure that branch emails are forwarded to you. Start off with your view of all of your emails, and click once on any email which has a subject line beginning '[RUCU]' to highlight it.

Now click on Rules – click on the drop down option then select Create Rule

Select the option of 'Sent to' and make sure that the email address has automatically populated because of having clicked once on the relevant email.
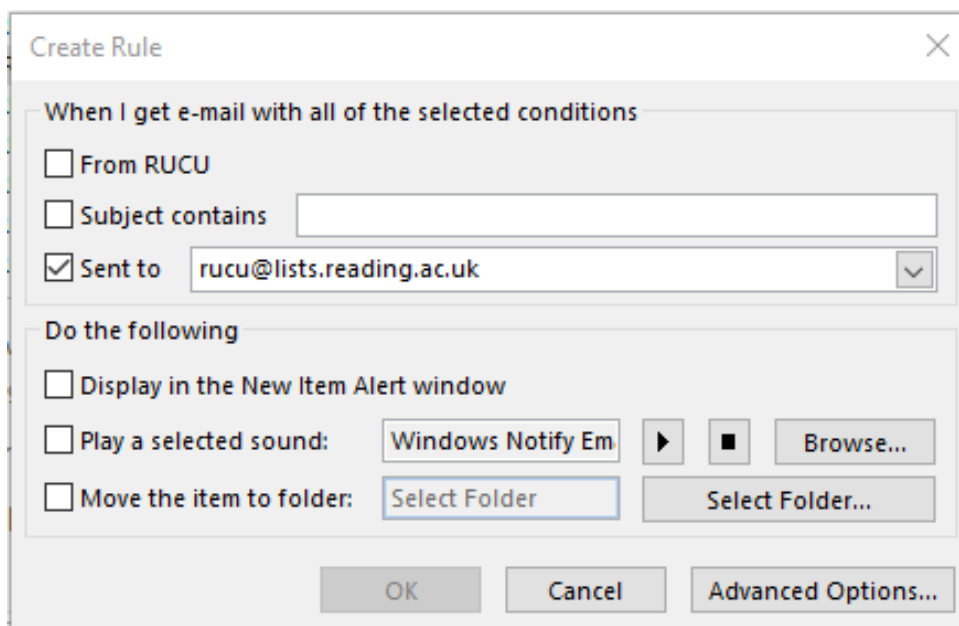
Click on Advanced Options.

Advanced Options will open the Rules Wizard which will already now have populated Step 1 with a condition of 'sent to rucu@lists.reading.ac.uk'.

Rules Wizard   ✕

Which condition(s) do you want to check?
Step 1: Select condition(s)

☐ from RUCU
☐ with [RUCU] Strike action: university requests and our re... in the subject
☑ sent to rucu@lists.reading.ac.uk
☐ with [RUCU] Strike action: university requests a... in the subject or body
☐ through the specified account
☐ sent only to me
☐ where my name is in the To box
☐ marked as importance
☐ marked as sensitivity
☐ flagged for action
☐ 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 message header
☐ with specific words in the recipient's address
☐ with specific words in the sender's address
☐ assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
sent to rucu@lists.reading.ac.uk

[Cancel]   [< Back]   [Next >]   [Finish]

Click on Next.

Select one of the following three options:

We'd recommend 'forward it' but you can choose other options too. Ticking the box will amend the details in Step 2: and will flag as 'forward it to people or public group'. Click on 'people or public group'. This will open the address book in your Outlook. Ignore the list of names and the search option at the top and simply type your personal email address into To, at the bottom of the screen, then click on OK. This will populate Step 2 with the details of the forwarding.

Click on Next.

This will ask you to set a name for the rule – UCU Strike is a useful name! Click on Finish, and the rule is in place.