1. From the Outlook Mail view, click Rules at the top of your screen.

2. Click Manage Rules & Alerts.

3. Click New Rule.

- **4.** Under "Start from a blank rule" click "Apply rule on messages I receive."
- **5.** In Step 1, check the box that says "with specific words in the subject and body," and click on the blue, underlined words in Step 2.







 Start from a blank rule

 Apply rule on messages I receive

 "=" Apply rule on messages I send

 Which condition(s) do you want to check?

 Step 1: Select condition(s)

 with specific words in the subject or body

 with specific words in the message header

Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>specific words</u> in the subject or body

Email Forwarding to Proxy

- In the "Search Text" window, type in the empty field "Dept Funding Review Queue" and press "Add."
- 7. Click next and in Step 1, press "forward it to people or public group." Click the blue, underlined "people or public group" in Step 2.

- To select a person/group to forward to, search the name, click specific name, press the "To ->" button, and press "OK".
- **9.** Pressing "Finish" will complete the process. You can add any exceptions you may need and give the rule a unqiue name by pressing "Next."

Search Text	×
Specify words or phrases to search for in the subject or	body:
Dept Funding Review Queue	Add

What do you want to do with the message? Step 1: Select action(s) forward it to people or public group

move it to the specified folder

Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives with <u>Dept Funding Review Queue</u> in the subject forward it to <u>people or public group</u>

	-	Career and a second second second		
	Go	Offline Global Address List - emgand02@e V	Advanced Fi	no
Name	Title	Business Phone Loca	tion	
:-)_group				
11th Floor- Unitas_group				
1234, test				1
13 Angry Men_group				
134 AOC Group D_group				
150CIS_group				
17-18 CEHD Graduate Assistant				
1776_group				
1900_Arthur_Street				
1st Floor Residents_group				
2014 Incoming Students_group				
2015 Incoming Students_group				
2015 SW Cohort PhD_group				
2015-2015 Academic Policy Boar				
2015,2016 Ever Board group				
<			>	

Step 1: Specify a name for this rule Dept Funding Review Queue

