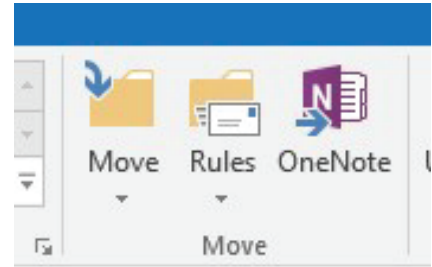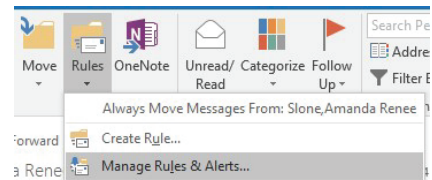**1.** From the Outlook Mail view, click Rules at the top of your screen.

2. Click Manage Rules & Alerts.
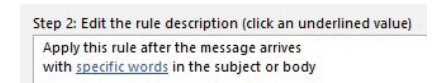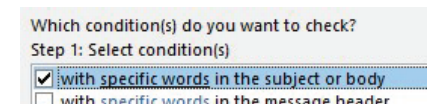
3. Click New Rule.

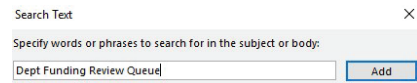**4.** Under "Start from a blank rule" click "Apply rule on messages I receive."

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.
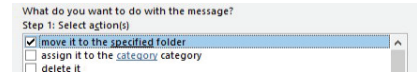
6. In the "Search Text" window, type in the empty field "Dept Funding Review Queue" and press "Add."

7. Click next and in Step 1, press "move it to the specified folder." Click the blue, underlined "specified" in Step 2.

8. Choose a folder for the emails to be forwarded to, or create a new folder by pressing "New..."
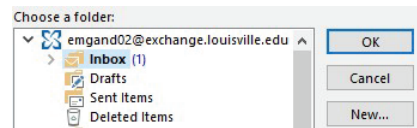
9. Pressing "Finish" will complete the process. You can add any exceptions you may need and give the rule a unqiue name by pressing "Next."