

Creating a rule to redirect mail to another account

1) Select the gear icon in the upper right corner and then select "Mail"

Se	tting	S			×
Sea	arch all se	ettings			م
Auto Creat mess	omatic re e an autor age.	plies matic rep	ly (Out of	office)	
Disp Choo	lay settin se how yo	igs our Inbox	should be	e organiz	ed.
Offli	ne settin				
Use t to a r	his compu network.	ys iter when	you're no	ot connee	cted
Use ti to a r Man Turn unins	his compu network. age add- add-ins or tall others	-ins n or off, in	you're no	ones, or	cted
Use ti to a r Man Turn unins Then	his compu network. age add- add-ins or tall others ne Default t	ys iter when -ins n or off, ii	you're no	ones, or	cted



2) On the left select, under "Mail", select "Inbox and sweep rules". On the right will appear a form, under "Inbox Rules", select the "+" sign to create a new rule.

III Office 365	Outlook Cleveland State
Shortcuts > General 4 Mail	■ Save × Discard Inbox rules
 Automatic processing Automatic replies Clutter 	Choose how email will be handled. Click the "+" icon below to create a new rule. $+ \mathscr{N} \cong + \mathbf{V}$
Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Retention policies	On Name
Block or allow Connected accounts POP and IMAP 4 Attachment options	Swoop rules
Attachment preferences Storage accounts 4 Layout	These rules run at regular intervals to keep your inbox clean.
Conversations Email signature Message format Message list Reading pane	On Name
Link preview Calendar People Other	



3) For field titled "Name", enter any name you wish; for the field titled "When the message arrives, and" <u>select the little arrow in the right side of the box</u>, this will expand the list of options. From this list select "[Apply to all messages]"

lame	
Rule for redirection	
Vhen the message arrives, and *	\frown
Select one	(▼_)◀
Select one	\smile
It was sent or received	►
It includes these words	>
My name is	• •
It's marked with	>
lt's	*
the state of the state of the state	
Its size is within the specified range	
It's size is within the specified range It's received within a specific date spa	n



4) In the field titled "Do the following"; again select the little arrow in the right side of the box, this will expand the list of options. From this list select "Forward, redirect, or send" and then select "Redirect the message to"

New inbox rule			
Name			
Rule for redirection			
		,	
When the message arrives, and *	*		
[Apply to all messages]	*		
Add condition			
Add condition			
Add condition Do the following *			
Add condition Do the following * Select one		~	
Add condition Do the following * Select one Select one		~	
Add condition Do the following * Select one Select one Move, copy, or delete	•	~	
Add condition Do the following * Select one Select one Move, copy, or delete Mark the message	•	•	
Add condition Do the following * Select one Select one Move, copy, or delete Mark the message Forward, redirect, or send	• •	▼ Redirect the message to	
Add condition Do the following * Select one Select one Move, copy, or delete Mark the message Forward, redirect, or send Stop processing more rules	> >	▼ Redirect the message to Send a text message to	
Add condition Do the following * Select one Select one Move, copy, or delete Mark the message Forward, redirect, or send Stop processing more rules	• • (W	Redirect the message to Send a text message to Forward the message to	

5) The directory will appear (in some browsers it may take a while, if this is the case select "groups" and then select "All" this will force it to load and stop). In the "To" field enter the entire address of the account that will receive the mail and then select "Use this address:......"





6) Once you verify the address is correct (select the "x" next to the address if it is not and repeat step 6) select "OK"



7) A screen similar to below will appear, verify the <u>information selected in the two fields</u> and the <u>address to where the mail is to be redirected</u>. If all is correct, select "OK"





8) The following may appear, if it does select :OK"

Warning	
Using Outlook modify your ru previously turn preserve the ru click Cancel ar you want to pu	Web App or Windows PowerShell to ules will delete any rules that were ned off using Outlook. If you want to ules you turned off using Outlook, id use Outlook to edit your rules. If roceed, click OK.
Don't show	me this message again

9) The rule just created will appear in the list of "Inbox rules". To the left of the rule name will be a small box with a check mark, this indicates that the rule is active. Rules take effect immediately.

Inbox rules

Choose how mail will be handled. Rules will be applied in the order shown. If

+ 🖊 🖻	Λ Ψ
Enabled	Name
✓	Rule for redirection

Rule: Rule for redirection

After the message arrives and... [Apply to all messages]

Do the following... redirect the message to 'carl.r.prince@gmail.com' and stop processing more rules on this message

Except when... NA

This rule is: On



Once the rule is active, anytime mail is sent to your CSU email address, a copy will be saved on your CSU account and a copy will be sent to the address that you defined in the rule. When you sign into your personal account, the mail will be in the Inbox and will show it coming from the sender.

When you read the mail on your personal account, it does not affect the mail that resides on the CSU account (so the mail on the CSU account will remain marked as unread), and when you reply, the replies will remain in your personal account.