

Create a rule that redirect the message

1. Please click on the settings icon, click [Options].

🗰 Mail				···· · · · · · · · · · · · · · · · · ·	?
Search Mail and People	· •	🕂 New 🗸		Refresh	9 เ
Favorites		Inbox	Filter 🗸	Automatic replies	
^ 002				Display settings	
Inbox				Manage add-ins	
Drafts	3				
Sent Items				Offline settings	
Deleted Items	30			Change theme	
Archive				Options	
Junk Email				options	
Notes					

2. Click on [Mail] to expand \rightarrow [Automatic] \rightarrow [inbox and sweep rule], then click "+" to create rule.

	Mail	
€ 0 SI A M	bortcuts eneral ail Automatic processing Automatic replies Undo send Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts	■ Save ➤ Discard Inbox rules Choose how email will be handled. Click the "+" icon b
	https://www.settings	



3. Fill in the [Name], set conditions, select [Apply to all message].

lew inbox rule				
lame				
Redirect all messages to user				
/hen the message arrives, an	d it matches all	of these condition	ons	
[Apply to all messages]			•	
Select one				
It was sent or received	>			
It includes these words	>			
My name is	>		•	
lt's marked with	>			
lt's	>			
Its size is within the specifi	ed range			
It's received within a speci	fic date span	uis mean?)		

4. Select action, then choose **(**Forward, redirect, or send **)** \rightarrow **(**Redirect the message to... **)**.

R OK X Cancel		
New inbox rule		
Name		
Redirect all messages to user		
When the message arrives and i	t mat	ches all of these conditions
[Apply to all messages]		•
Add condition		
Select one		•
Select one		
Move, copy, or delete	>	
Pin the message		tions
Mark the message	>	
Forward, redirect, or send	>	Forward the message to
		Forward the message as an attachment to
		Redirect the message to
		Send a text message to



5. Enter the email address you want to redirect, or you can choose from your contacts, then click [Save].

✓ Sa	ave 🗙 Cancel		
and redi	irect the message to O user0	01 ×	
>>	Search People	Q	user001
	Your contacts	By last name 🔻	
	u	A	Contact Notes
	User User	+	Calendar
	user001	+	Schedule a meeting
	user002	+	Email user001@
	user003	+	

6. Uncheck the **[**Stop processing more rules **]**, then click **[**OK**]**.

R OK X Cancel		
New inbox rule		
Name		
Redirect all messages to user		
When the message arrives, and it matches all of these condi	itions	
[Apply to all messages]	-	
Add condition		
Do all of the following		
and redirect the message to	•	user001
Add action		
Except if it matches any of these conditions		
Add exception		