

Redirect it to people or group

After the message arrives, forward it to another mailbox or someone else.

1. Please click $[Home] \rightarrow [Rules] \rightarrow [Manage Rules & Alert]$.

C 9 ₹	
File Home Send / Receive	Folder View Help
New New Email Items ~	Seerch People Search People A) Seerch People A) → Forward Team Email
New Delete	Respond Quick Steps 5
Cour Favorite Folders Here	All Unread By Date ✓ ↑
Ontuedutw	V Yesterday
* entu.cou.tw	
Inbox 3	
Drafts [2]	
Sent Items	
Deleted Items 15	
Archive	
Internal message	

2. Click [New Rule].

Rules and Alerts	×	
Email Rules Manage Alerts		
new Rule Change Rule - □ Copy X Delete A - Run Rules Now Options		
Rule (applied in the order shown) Actions	~	
Select the "New Rule" button to make a rule.	~	
Rule description (click an underlined value to edit):		
Enable rules on all messages downloaded from RSS Feeds		
OK Cancel	Apply	



3. Click 【Apply rule on messages I receive】, click 【Next】.

Rules Wizard X	
Start from a template or from a blank rule Step 1: <u>S</u> elect a template	
Stay Organized	
Move messages from someone to a folder	
Move messages with specific words in the subject to a folder	
Move messages sent to a public group to a folder	
Figmessages from someone for follow-up	
Move RSS items from a specific RSS Feed to a folder	
Stay Op to Date	
(1) Play a sound when I get messages from someone	
Send an alert to my mobile device when I get messages from someone	
Start from a blank rule	
Apply rule on messages I receive	
Apply rule on messages I send	
Step 2: Edit the rule <u>d</u> escription (click an underlined value)	
Apply this rule after the message arrives	
Cancel < <u>B</u> ack <u>N</u> ext > Finish	

4. No conditions selected, click [Next].

Rules Wizard	×
Which condition(s) do you want to check?	
Step 1: Select condition(s)	
from people or public group	~
with specific words in the subject	
through the <u>specified</u> account	
sent only to me	
where my name is in the To box	
marked as importance	
marked as <u>sensitivity</u>	
flagged for <u>action</u>	
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	
sent to people or public group	
with <u>specific words</u> in the body	
with <u>specific words</u> in the subject or body	
with <u>specific words</u> in the message header	
with <u>specific words</u> in the recipient's address	
with <u>specific words</u> in the sender's address	
assigned to <u>category</u> category	¥
Step 2: Edit the rule <u>description</u> (click an underlined value)	
Apply this rule after the message arrives	
Cancel < <u>B</u> ack <u>N</u> ext >	Finish



5. Pop up the confirmation window, click [Yes].



6. Check 【redirect it to people or public group】, click 【people or public group】 to add email address.

Rules Wizard	×
What do you want to do with the message? Step 1: Select a <u>c</u> tion(s)	
 move it to the <u>specified</u> folder assign it to the <u>category</u> category delete it permanently delete it move a copy to the <u>specified</u> folder forward it to <u>people or public group</u> forward it to <u>neople or public group</u> forward it to <u>people or public group</u> nave server reply using <u>a specific temp ate</u> flag message for <u>follow up at this time</u> clear the Message Flag 	
clear message's categories mark it as <u>importance</u>	
print it play <u>a sound</u> mark it as read stop processing more rules	~
Step 2: Edit the rule <u>description</u> (click an underlined value)	
Apply this rule after the message arrives redirect it to people or public group	
Cancel < <u>B</u> ack <u>N</u> ext > Finish	



7. Add email address you want redirect, then click $\mbox{[OK]}$.

Rule Address		×
Search: Name only OMore colu	imns Address Book	
	Go Contacts @ntu.edu.tw	✓ Advanced Find
Name	Display Name Email Add	dress
<u>A</u>		A
ас ар ае ағ ад а а		
-	7	v -
Ta User@ntu.edu.tw		
10 astronta.cou.tw		OK Cancel

8. Click [Next].

Rules Wizard	×
What do you want to do with the message? Step 1: Select a <u>c</u> tion(s)	
 move it to the <u>specified</u> folder assign it to the <u>category</u> category delete it permanently delete it move a copy to the <u>specified</u> folder forward it to <u>people or public group</u> forward it to <u>people or public group</u> as an attachment ✓ redirect it to <u>people or public group</u> have server reply using <u>a specific template</u> flag message for <u>follow up at this time</u> clear the Message Flag clear message's categories mark it as <u>importance</u> print it 	
play <u>a sound</u> mark it as read	
stop processing more rules	¥
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives redirect it to user@ntu.edu.tw	
Cancel < <u>B</u> ack <u>N</u> ext > Finish	n



9. You can add exceptions, if none, Click [Next].

Rules Wizard	×
Are there any exceptions? Step 1: Select ex <u>c</u> eption(s) (if necessary)	
istep 1: Select exception(s) (if necessary) iexcept if from people or public group except if the subject contains specific words except through the specified account except if sent only to me except where my name is in the To box except if it is marked as importance except if it is marked as sensitivity except where my name is in the Cc box except if my name is in the To or Cc box except if sent to people or public group except if the body contains specific words except if the subject or body contains specific words	
except with specific words in the recipient's address except with specific words in the sender's address except if assigned to category category	•
Step 2: Edit the rule <u>d</u> escription (click an underlined value)	
Apply this rule after the message arrives redirect it to <u>user@ntu.edu.tw</u> Cancel < <u>Back Next</u> > Finisl	h

10. Check 【Run this rule now on message already in box】 as need, After click 【Finish】, the rule setup is complete.

