I. Forwarding – Forward a copy of incoming mail to other email address

For example: we want to forward all emails from a specific sender irb@temple.edu to myemail@thus.temple.edu or other email addresses.

Steps:

1. Open your desktop Microsoft Outlook Application
2. Once you open your Inbox, click on Tools > Rules and Alerts...
3. Choose New Rule...

Instructions of how to setup Microsoft Outlook Mail forwarding feature

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4. Choose "Start from a blank rule" then Select "Check messages when they arrive". Click on Next.

5. In step 1: check "from people or distribution list" option.
6. Click the **people or distribution list** link to add specific sender's email address (ex. irb@temple.edu).

7. Enter specific sender's email address to the From textbox (ex. irb@temple.edu). Click on OK.
8. In Step 2, you can see the specific sender's email has been added. Click on **Next**.

9. Next, check "**forward it to people or distribution list**".

10. Click on "**people or distribution list**".
11. Type the email address next to **To** textbox. You can put multiple email addresses there using semicolon to separate them. Then click on **OK**.

<table>
<thead>
<tr>
<th>Name</th>
<th>Display Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaine Willis-Stemley</td>
<td>Elaine Willis-Stemley</td>
<td>willstem@ter</td>
</tr>
<tr>
<td>Eleanor M. Cicinski</td>
<td>Eleanor M. Cicinski</td>
<td>ecicinski@ter</td>
</tr>
<tr>
<td>Fredda London</td>
<td>Fredda London</td>
<td>flon@temple</td>
</tr>
<tr>
<td>Gail Gallo</td>
<td>Gail Gallo</td>
<td>gail.gallo@tx</td>
</tr>
<tr>
<td>Heidi Grunwald</td>
<td>Heidi Grunwald</td>
<td>grunwald@tx</td>
</tr>
</tbody>
</table>

**Type the email address here. You can have multiple email addresses using semicolon to separate them.**
12. You can edit the rule description by clicking the underlined values. Now, you can see that we add this new rule that send all the email messages from irb@temple.edu to myemail@tuhs.temple.edu and myemail@gmail.com. Once everything looks correct, click on Next.
13. If there are any exceptions, you can mark from this page. Then click on Next.
14. Specify a name for this rule and choose Turn on this rule. Click on Finish.

15. You can change, copy, delete or run rules now. Click on Apply and OK to add this new Rule.