How to Automatically Forward on Emails from your LIMU Account

Once you have logged into your LJMU email account and opened outlook you will need to follow the steps below to set up a rule to automatically forward all emails received by your LJMU email account to your preferred email address:

1. Click the 'file' tab at the top left hand corner of the screen and this should take you to the screen below. Here you will need to click the 'Rules and Alerts' option.



2. This should bring up the screen below where you will need to select 'New Rule':



3. On the next screen that pops up select the 'apply rule on messages I receive' as shown below and click Next:

Stav (Drannized
*	Move messages from someone to a folder
ə	More messages with specific words in the subject to a folder
2	Move messages sent to a public group to a folder
- 🕨	Flag messages from someone for follow-up
- i -	Move RSS items from a specific RSS Feed to a folder
Stay L	Jp to Date
1	Display mail from someone in the New Item Alert Window
•	Play a sound when I get messages from someone
	Send an alert to my mobile device when I get messages from someon
Start	from a blank rule
	Apply rule on messages I receive
* = *	Apply rule on messages I send
ep 2:	Edit the rule description (click an underlined value)
Apply	this rule after the message arrives

4. On the next screen, click Next again and you should receive the pop up below to say that this rule will be applied to all messages, click 'Yes':

Rules Wizard	\times
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 specified account sent only to me where my name is in the To box marked as <u>importance</u> flagged for <u>action</u> drawer my name is in the To or Cc box where my name is in the To orx where my name is in the To box	^
Microsoft Outlook This rule will be applied to every message you receive. Is this corr Yes No	×
L Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives	
Cancel < Back Next > Finish	

- 5. You can then select either:
 - a. 'Redirect it to people or public group' which means your email will be redirected to another email address specified by a user created inbox rule. This rule will redirect the emails as if they came directly from the original sender's email address, or
 - b. 'forward it to people or public group' which means your email will be forwarded to another email address, but you will not be able to reply to the original sender.
 Forwarded emails will arrive as if the original email came from the Mailbox they are forwarded from.

Select the one you want which should add it to the list of rules at the bottom of the Rules Wizard. You will then need to click the underlined text as shown below:

Rules Wizard	\times
What do you want to do with the message? Step 1: Select action(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</u> group forward it to <u>people or public</u> group have server reply using <u>a specific</u> message reply using <u>a specific</u> message reply using <u>a specific</u> message lead the Message flag clear message's categories mark it as <u>importance</u> print it	^
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 people or public group	
Cancel < Back Next > Finish	1

6. This should bring up an address book. If the email address you wish to forward/redirect to is internal then you can search for the person or mailbox using the box at the top left of the address book. If it is external email address then you can enter the email address straight into the 'To' box and click 'Ok' and then click 'Next'. If you do not wish to add any exception then click 'Next' again:

Name 01.19TraineeNurseAsso 30.1285C-MHN 30.31285C-MHN 30.31585c-MH 30.31585c-MH 30.31585c-MH 30.317585c-MH 30.317585c-MH 30.317585c-MH 30.317585c-MH 30.317585c-MH 30.3175-NURSING	Go ciates	Global Address List - M.J.Hall@ijmu.ac.uk	Busines	Advanced s Phone	d Find
Name 01.19TraineeNurseAssor 303.12BSC-MHN 303.13BSC-MHN 303.15BSCMH 303.17MentaiHealthCoho 303.17-NURSING	ciates ent	Title	Busines	s Phone	Location
01.19TraineeNurseAssoo 03.03.12BSC-MHN 03.03.13BSC-MHN 03.03.15BScMH 03.03.17MentalHealthCoho 03.03.17-NURSING	ciates ort				
32 03.17-Trainee-Nursing-J 32 03.19 BSc Nursing 32 03.19 BSc Nursing 32 03.19 BSc Nursing 32 03.20 Cohort 30 03.20 Ebsc. 30 03.16 BSc. 30 10.16 BSc. 30 10.16 BSc. 30 10.16 BSc.	Associates tal Health ciates				
<					>
To -> joe.bloggs@	photmail.co.uk				

7. At the final screen you can give your rule a name so you can easily identify it as below, make sure the 'Turn on this rule' checkbox is selected and click finish:

				×
Finish rule setup.				
Step 1: Specify a na	me for this rule			
Redirect to joe.blo	ggs@hotmail.co	uk		
Step 2: Setup rule o	ptions			
Run this rule nov	w on messages	already in "Inbo	x"	
Turn on this rule	e e e e e e e e e e e e e e e e e e e			
Create this rule	on all accounts			
Step 3: Review rule	description (clic	k an underlined	value to edit)	
Step 3: Review rule Apply this rule after	description (clic er the message	k an underlined: arrives	value to edit)	
Step 3: Review rule Apply this rule after redirect it to joe.b	description (clic er the message loggs@hotmail.	k an underlined arrives .co.uk	value to edit)	
Step 3: Review rule Apply this rule aft redirect it to joe.b	description (clic er the message loggs@hotmail.	:k an underlined arrives .co.uk	value to edit)	
Step 3: Review rule Apply this rule after redirect it to joe.b	description (clic er the message loggs@hotmail.	k an underlined arrives .co.uk	value to edit)	
Step 3: Review rule Apply this rule after redirect it to joe.b	description (clic er the message loggs@hotmail.	k an underlined arrives <u>.co.uk</u>	value to edit)	
Step 3: Review rule Apply this rule aft redirect it to joe.b	description (clic er the message lloggs@hotmail.	k an underlined arrives .co.uk	value to edit)	
Step 3: Review rule Apply this rule aft redirect it to joe.b	description (clic er the message loggs@hotmail	k an underlined arrives cco.uk	value to edit)	
Step 3: Review rule Apply this rule aftured in the structure of the struct	description (clic er the message loggs@hotmail.	k an underlined arrives .co.uk	value to edit)	
Step 3: Review rule Apply this rule after redirect it to joe b	description (clic er the message loggs@hotmail Cancel	k an underlined arrives .co.uk < Back	value to edit)	Finish

This should now work as intended and emails sent from the account you have specified should be forwarded/redirected to the desired account.