## How to Auto-Forward All Outlook Emails to an Outside Email Service

By Scott Badger

Although we strongly recommend that all faculty, staff and students use Office 365 for email to take full advantage of the collaborative features and to allow us to better support your email needs, you can create a rule to forward some or all of your emails to an outside email service.

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## Using Outlook Desktop Client

1. Click "File" and select "Manage Rules & Alerts".

Rules and Aler	ts	×
E-mail Rules	Manage Ale	
new Ru	ile Change Rule - 🖹 Copy 🗙 Delete 🔺 💌 Run Rules Now Options	
Rule (ap	plied in the order shown) Actions	~
	Select the "New Rule" button to make a rule.	Ŧ
Rule descrip	otion (click an underlined value to edit):	
Enable n	ules on all messages downloaded from RSS Feeds	
	OK Cancel	Apply

2. Click "New Rule".

Rules Wizard	ζ
Start from a template or from a blank rule Step 1: Select a template	
Stay Organized	1
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 Flag messages from someone for follow-up Move RSS items from a specific RSS Feed to a folder Stay Up to Date	
Display mail from company in the New Item Alert Window	
Display mail from someone in the New Item Alert Window	
The ridy a sound when I get messages from someone	
Start from a blank rule	
Apply rule on messages I rereive	
Apply fulle on messages Licend	
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives	
Cancel < Back Next > Finish	

3. Click "Apply Rule on Messages I Receive".

4. Click "Next".



- 5. Leave all check boxes unchecked.
- 6. Click "Next".



7. Click "Yes".

Rules Wizard	23
What do you want to do with the message?	
1 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 people or public group	
forward it to people or public group as an attachment	-
bave server reply using a specific message	=
renty using a specific template	
flag message for follow up at this time	
clear the Message Flag	
clear message's categories	
mark it as importance	
print it	
play <u>a sound</u>	
start application	
mark it as read	Ŧ
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after the message arrives	
forward it to people or public group	
2	
Cancel < Back Next > Fin	ish

- 8. Check "Forward It to People or Public Group" from the top section.
- 9. Click "**People or Public Group**".

ule Address			×
Search: <ul> <li>Name only</li> <li>More</li> </ul>	columns Address Book		
	Go Offline Global Add	lress List - SBadger@ric	Advanced Find
Name	Title	Business Phone	Location
2879Dist			*
370			
Зc			
🍰 401sound	Student Organization		
AADSync Service Account			
矗 Aamot, Heidi B.	Alum		
矗 Ababio, Abigail S.	Undergraduate Student		
🚨 Ababio, Dennis K.	Graduate Student/Alum		
矗 Abadier, Michael John			
🌐 Abaherah, Ibrahim Q.	Admitted Student		
🔁 Abanise, Nike	Admitted Student		
🎨 Abarbanel, Elijah G.	Admitted Student		
矗 Abate, Greg C.	Adjunct Faculty III	000-000-0000	Roberts Hall
矗 Abate, Kaitlin	Undergraduate Student		
🚨 Abatecola, Alexander T.	Undergraduate Student		
🚨 Abatecola, Diana M.	Graduate Student/Alum		-
<	A 1		•
To ->			
			OK Cancel
			Cuncer

In the To field, type your outside email service address. (i.e. <u>idoe@gmail.com</u>)
 Click "**OK**".

- 12. Click "Next".
- 13. Click "Next".



- 14. Make sure that "Turn on this rule" is checked.
- 15. Click "Finish".

Using the Office 365 Mail App

1. Make sure that your Office 365 Mail app.

	3		ø	?	
Set	ttings	5		1	] ×
Sea	rch all set	tings			Q
Auto Create messa	matic rep e an autom ige.	lies atic repl	y (Out of	office)	
Displ Choos	ay setting se how you	<b>js</b> r Inbox :	should be	e organizo	ed.
Offlir Use th to a n	ne setting his compute etwork.	s er when	you're n	ot connec	ted
Mana Turn a uninst	age add-i add-ins on tall others.	ns or off, ir	istall new	ones, or	
Them	ne Whimsical				~
Notif On	ications				~
My a	pp setting	gs			
Office Mail Calen	dar	-	2		
Peopl	e e				

2. Click the Options buttons and then click "Mail" below the "My app settings" section.



3. On the left side below the "Options" section, click "Inbox and sweep rules".

	Save	× Discard
	Inbox r	rules
	Choose how	email will be handled. Click the "+" icon below to create a new rule.
4	+ 🖉 🖻	$\uparrow \downarrow$
	On	Name

4. Below the "Inbox rules" section, click the plus sign (+).

📙 ОК	× Cancel
New in	box rule
Name	
When the me	essage arrives, and it matches all of these conditions
Select one	-
Add condi	ition
Do all of the t	following
Select one	-
Add acti	on
Except if it m	atches any of these conditions
Add excep	btion
🖌 Stop pro	cessing more rules (What does this mean?)

- 5. Do the following:
  - a. Enter in a name for your new rule.

Select one		<b>•</b>
Select one		
It was sent or received	>	
It includes these words	>	
My name is	>	•
It's marked with	>	
It's	>	
Its size is within the specified ra	inge	
It's received within a specific da	ite span	nean?)
[Apply to all messages]		

b. Click the down arrow and select "Apply to all messages".

Do all of the following		
Select one		
Select one		
Move, copy, or delete	>	_
Pin the message		tions 3
Mark the message	>	
Forward, redirect, or send	>	Forward the message to
		Forward the message as a stachment to
		Redirect the message to
2		Send a text message to

c. Click the down arrow and mouse over "Forward, redirect, or send" and then select "Redirect the message to".

✓ S Redirec	ave X Cancel 2 t the message to	
g <b>»</b>	Search People	م
ule: ng	Your contacts	By first name 🔹

- d. Click the plus sign to the right of the contact which is associate to your outside email.
- e. Click "Save".

Name		
Redirect RIC Email		
When the message a	rrives, and it matches all of these conditio	ns
[Apply to all messag	es]	•
Add condition		
Add condition	g	
Add condition Do all of the followin Redirect the messag	9 e to	<ul> <li>John Doe</li> </ul>
Add condition Do all of the followin Redirect the messag Add action	g e to	▼ John Doe
Add condition Do all of the followin Redirect the messag Add action Except if it matches a	g e to ny of these conditions	▼ John Doe