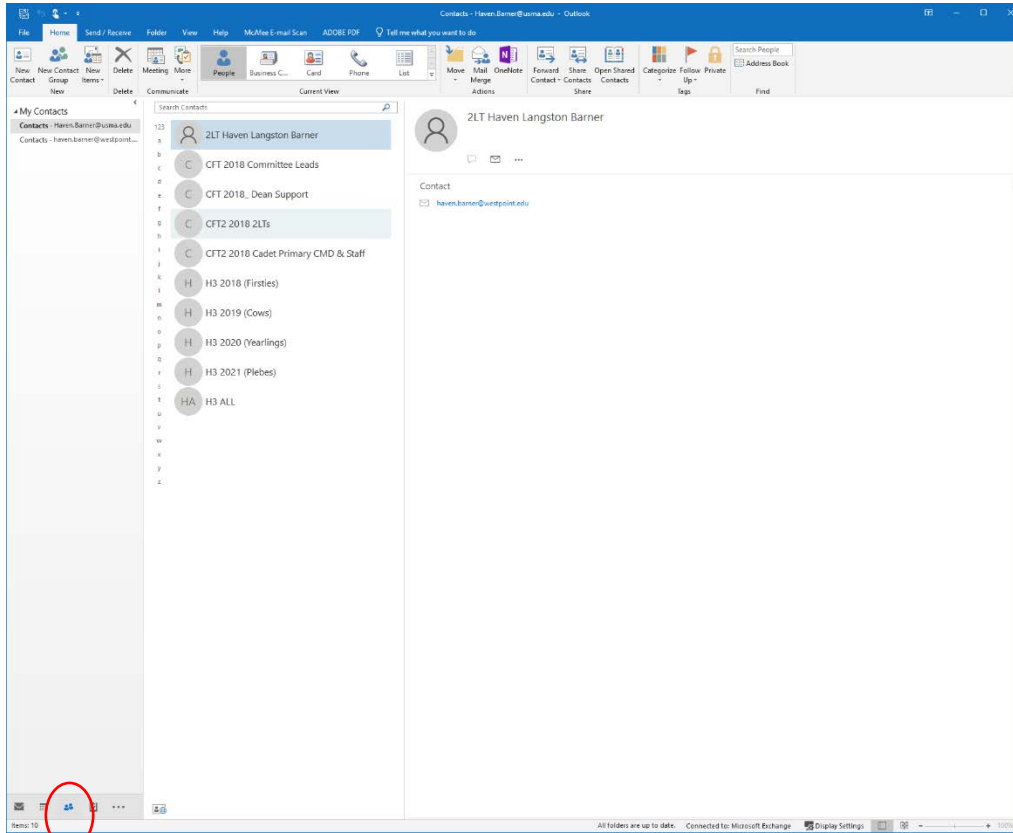
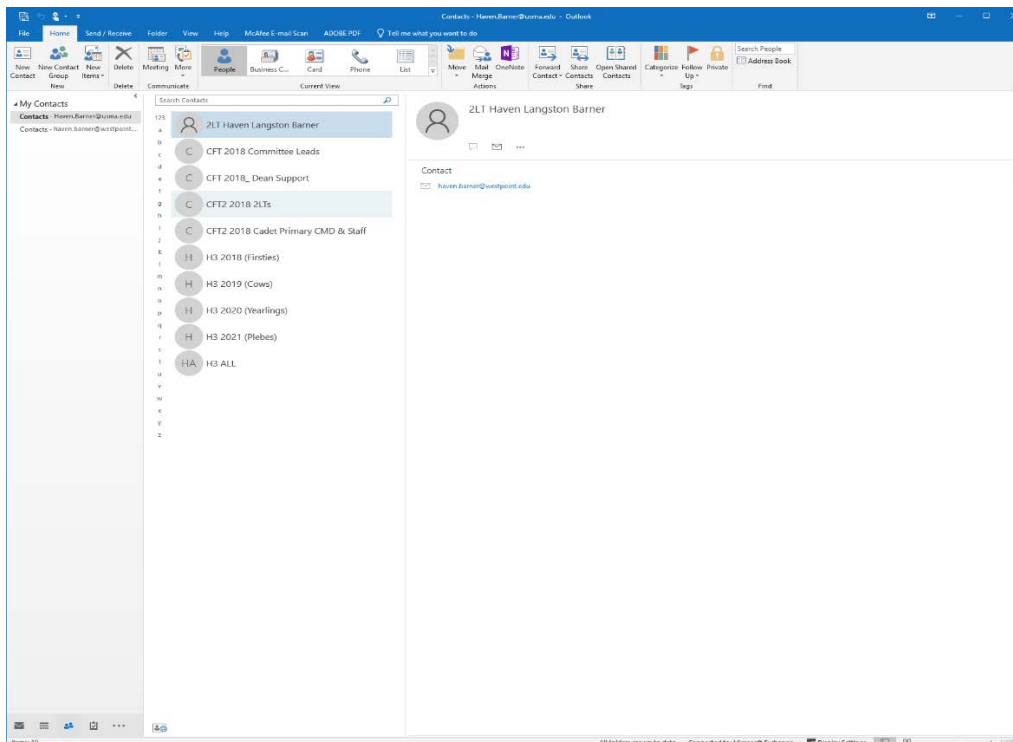


How to redirect emails from **usma.edu** to **westpoint.edu**

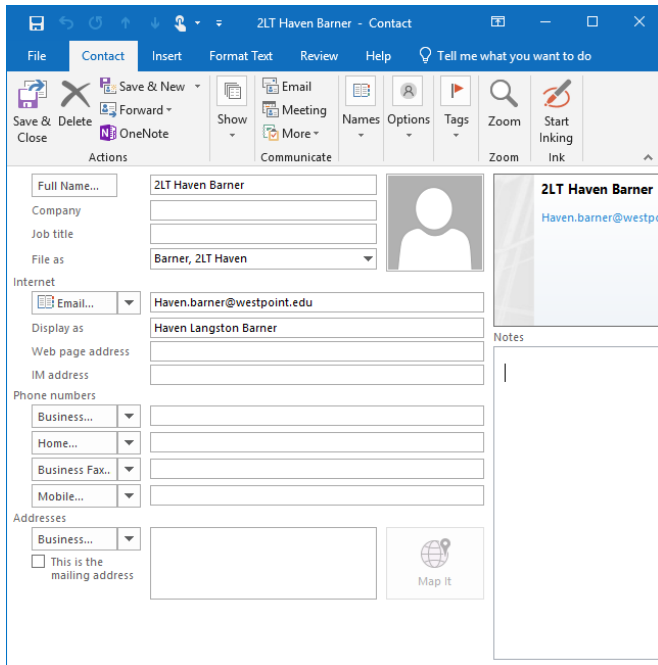
STEP 1: Click on *contacts* at the bottom of the outlook page



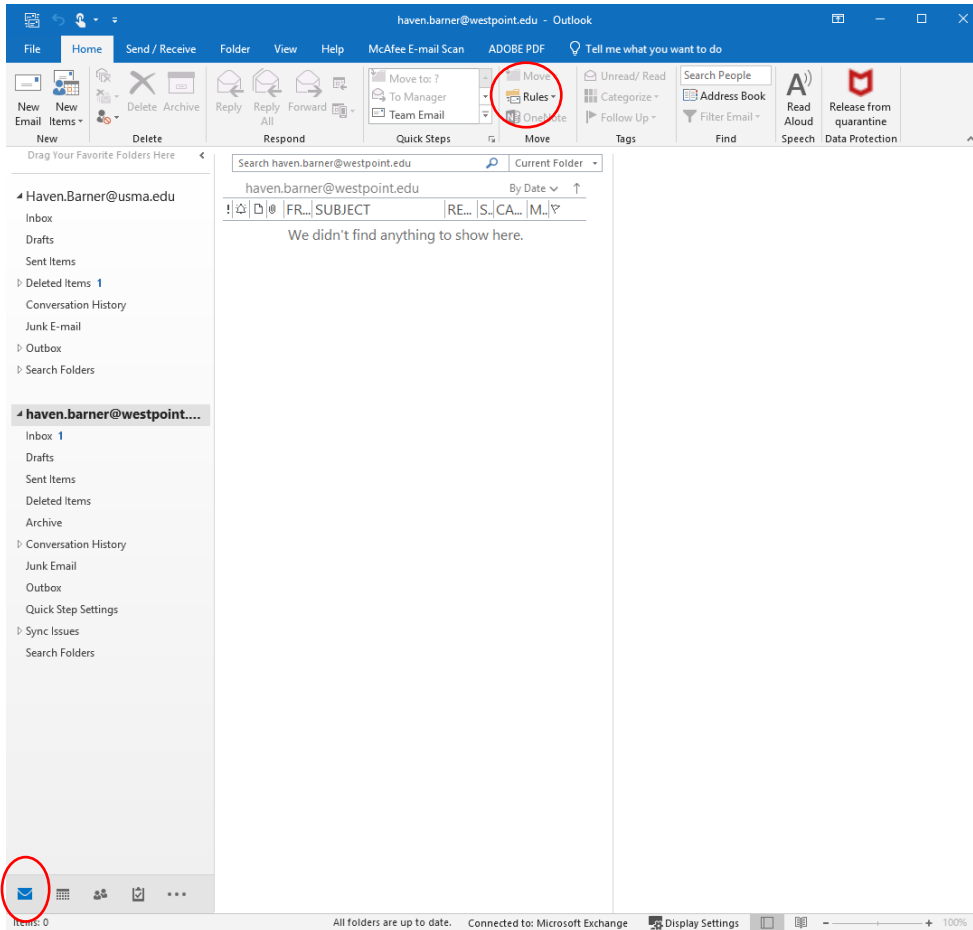
STEP 2: Click *new contact*



STEP 3: Enter in information



STEP 4: Click on the mail icon tab at the bottom left of the page and find *rules* at the top center



STEP 3: Click *create rule*

STEP 4: Click *advanced options*

The 'Create Rule' dialog box is shown with the following settings:

- When I get email with all of the selected conditions:
 - From Albaugh, Gary L CIV USA USMA
 - Subject contains UPDATE #2: Lifecycle Computers, Docking Station & Har
 - Sent to DCO Mail
- Do the following:
 - Display in the New Item Alert window
 - Play a selected sound: Windows Notify Em [Play] [Stop] [Browse...]
 - Move the item to folder: Select Folder [Select Folder...]

Buttons at the bottom: OK, Cancel, and **Advanced Options...** (circled in red).

STEP 5: Leave everything blank on the page of options and click *next*

The 'Rules Wizard' dialog box is shown with the following settings:

Which condition(s) do you want to check?
Step 1: Select condition(s)

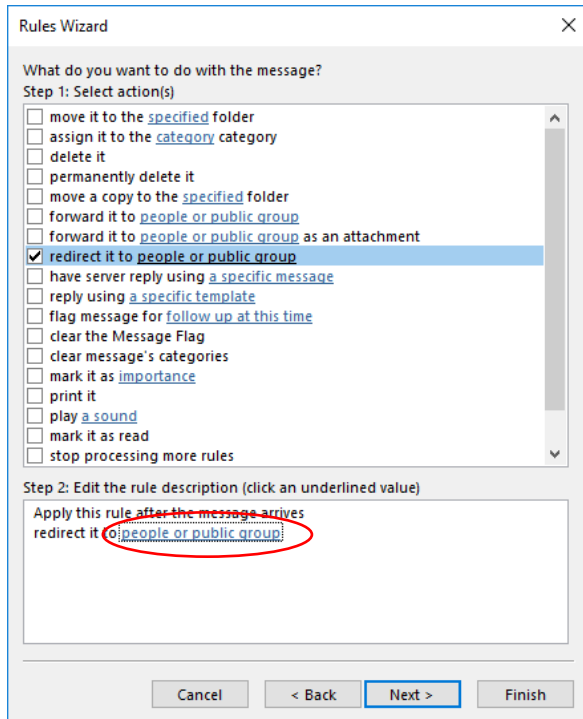
- from Albaugh, Gary L CIV USA USMA
- with UPDATE #2: Lifecycle Computers, Docking Station ... in the subject
- sent to DCO Mail or 8G4 or Powles, Kathleen T CIV USA USMA or Messi...
- with UPDATE #2: Lifecycle Computers, Docking ... in the subject or body
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- 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
- with specific words in the body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

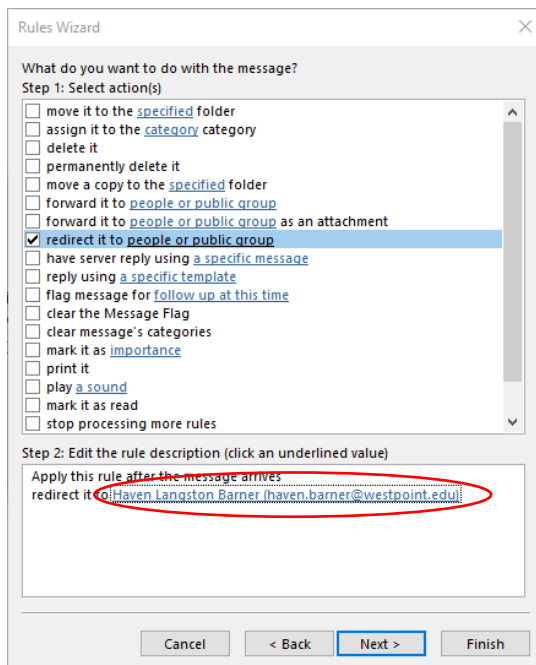
Apply this rule after the message arrives

Buttons at the bottom: Cancel, < Back, **Next >** (circled in red), and Finish

STEP 6: Find *redirect it to people or public group* and then click *people* or *public group*



STEP 7: Click on the right drop down menu, scroll up, and select *contacts*. Find your new contact that you created and check its box. It should look like this once you have selected your contact:



STEP 7: click *next* and leave everything blank again

Rules Wizard

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- except 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 if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To 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 if the message header 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 description (click an underlined value)

Apply this rule after the message arrives
redirect it to [Haven Langston Barner \(haven.barner@westpoint.edu\)](mailto:haven.barner@westpoint.edu)

Cancel < Back **Next >** Finish

STEP 8: Click *next* and select *turn on this rule*, then click *finish*

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Haven Langston Barner (haven.barner@westpoint.edu) (1)

Step 2: Setup rule options

- Run this rule now on messages already in "Inbox"
- Turn on this rule**
- Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives
redirect it to: [Haven Langston Barner \(haven.barner@westpoint.edu\)](mailto:haven.barner@westpoint.edu)

Cancel < Back Next > **Finish**