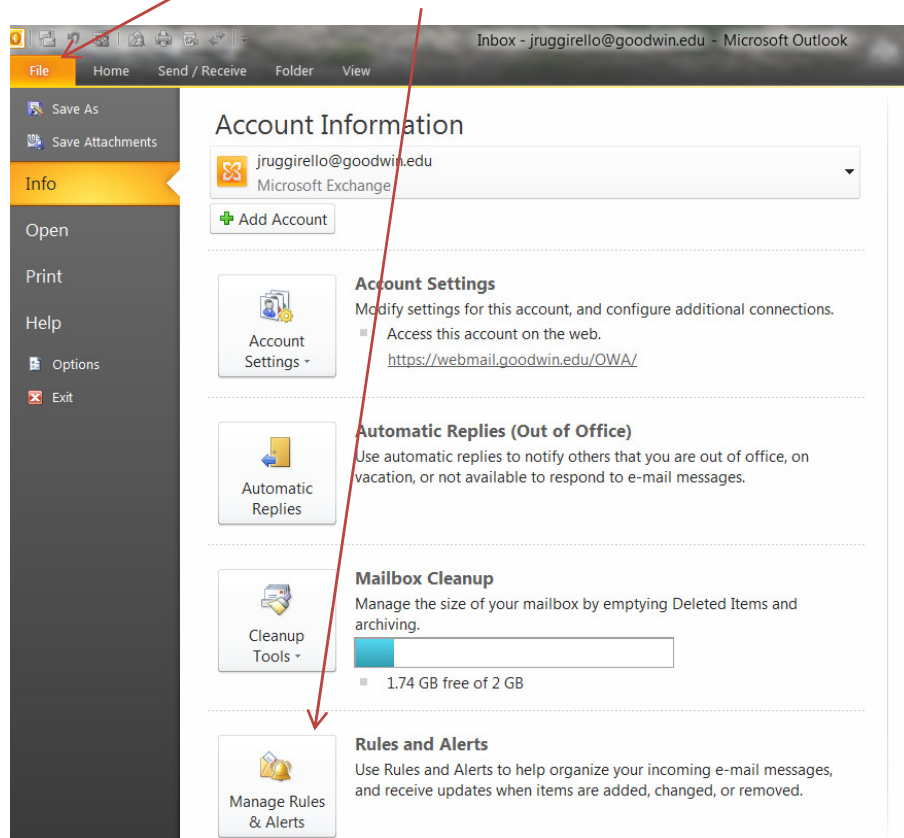
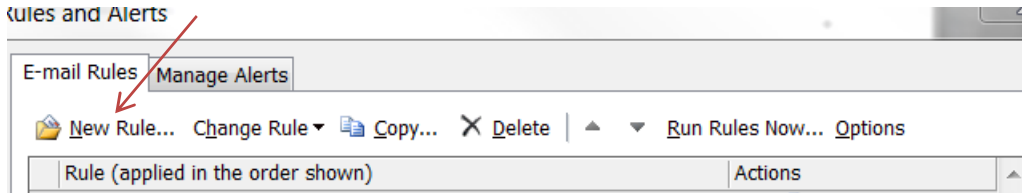


To setup forwarding rules in Outlook 2010

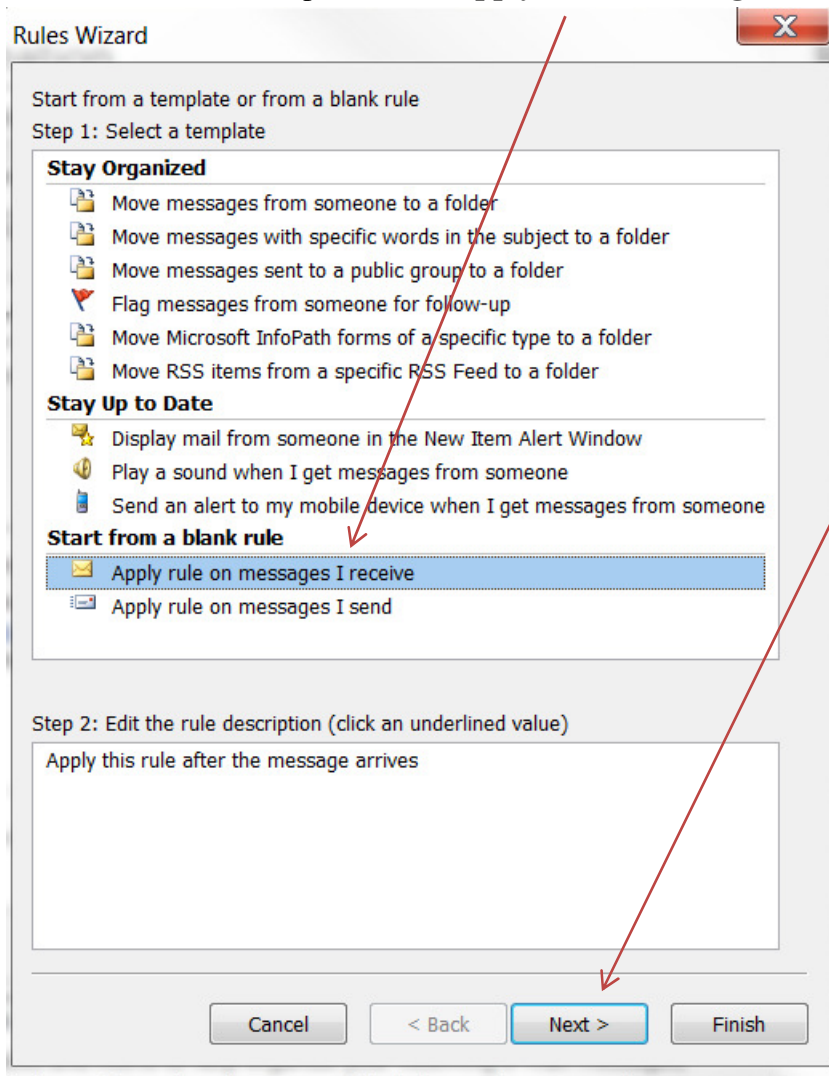
1. In Outlook click on the **File**
2. Click on the **Manage Rules & Alerts** button on the right side



3. Click on **New Rule** in Rules and Alerts



4. The rules wizard will open. Select **Apply rule on messages I receive** then click on **Next**



5. Check the box next to **where my name is in the To of Cc box** then click **Next**

The image shows a 'Rules Wizard' dialog box with the following content:

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 [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
- sent to [people or public group](#)
- with [specific words](#) in the body
- with [specific words](#) in the subject or 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  
where my name is in the To or Cc box

Buttons: Cancel, < Back, Next >, Finish

Two red arrows point from the text above to the 'where my name is in the To or Cc box' option and the 'Next >' button.

6. Check the box next to **redirect it to people or public group**. The rule is filling in at the bottom. You will now select the underlined **people or public groups**

The screenshot shows the 'Rules Wizard' dialog box with the following content:

What do you want to do with the message?  
Step 1: Select action(s)

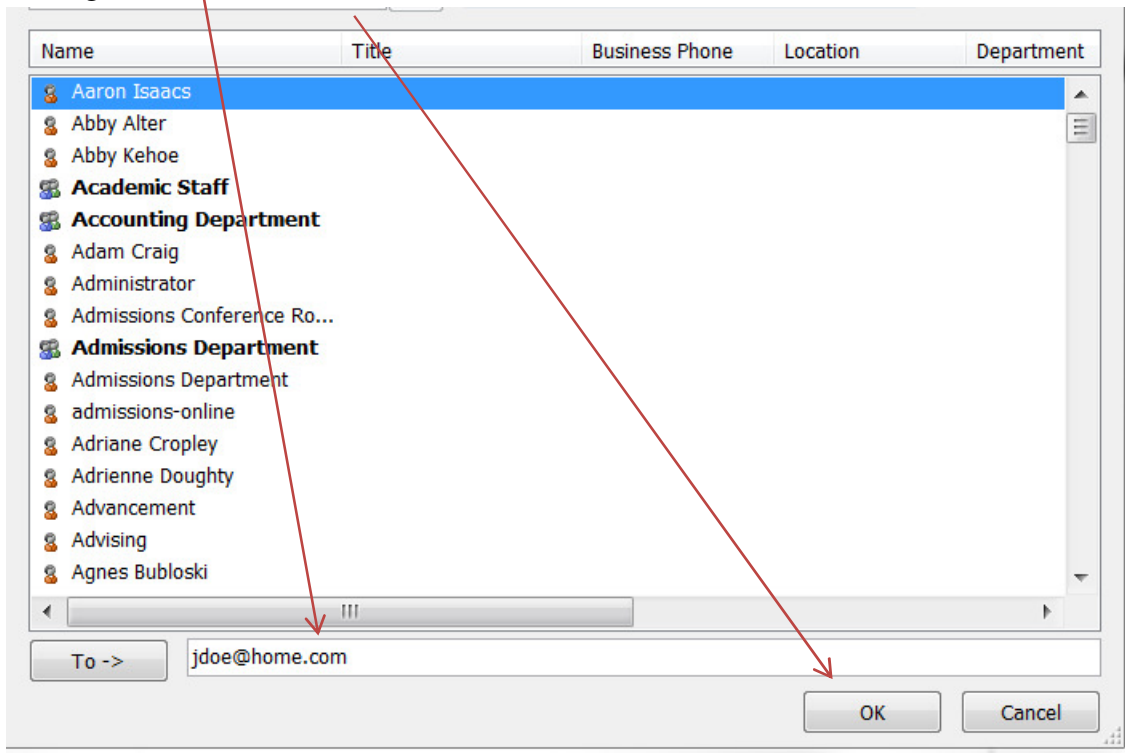
- move it to the specified folder
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- redirect it to people or public group**
- have server reply using a specific message
- reply 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 a sound
- start application
- mark it as read

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

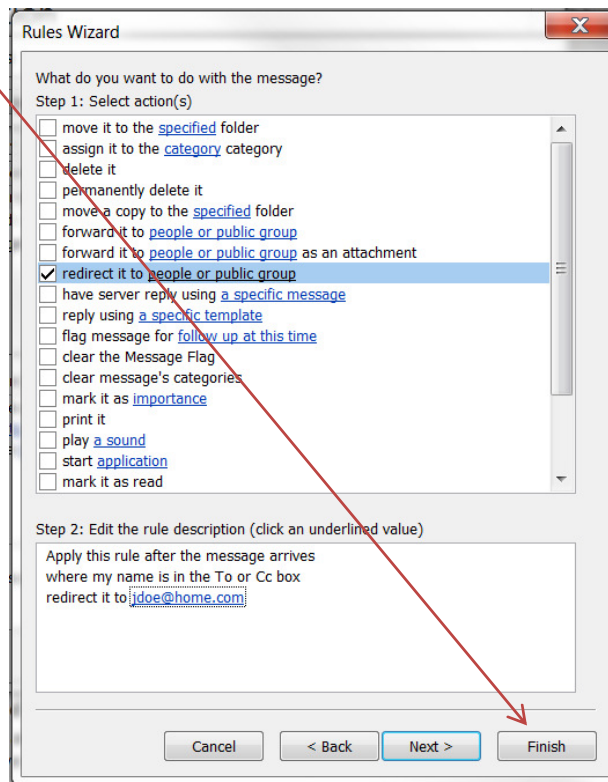
Apply this rule after the message arrives  
where my name is in the To or Cc box  
redirect it to people or public group

Buttons: Cancel, < Back, Next >, Finish

7. The global address book will pop up, type in the address you want to redirect the messages to and click **OK**.



8. Select **Finish**



9. Select **Ok** from the E-mail rules and then on the **Home** menu at the top to return to your mail.

