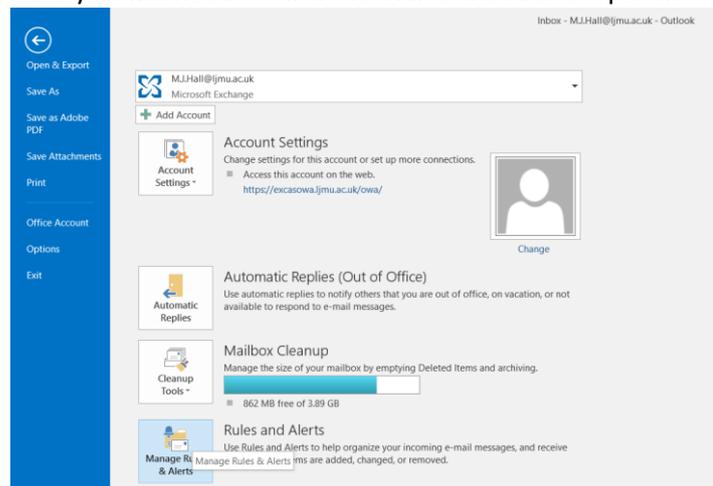


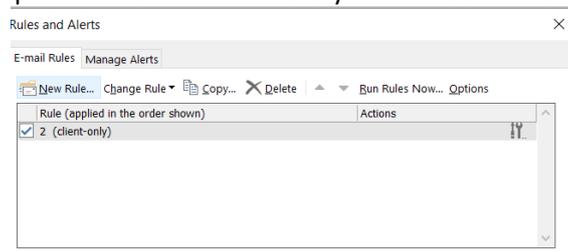
How to Automatically Forward on Emails from your LJMU Account

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:

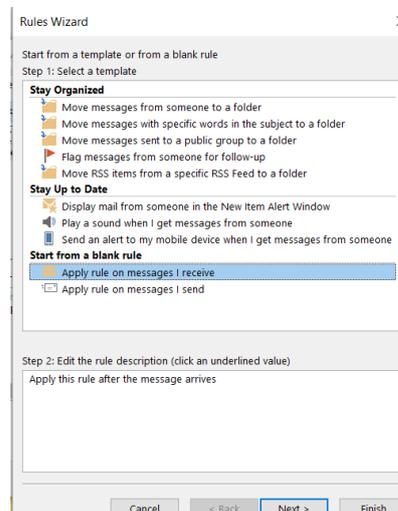
1. Click the 'file' tab at the top left hand corner of the screen and this should take you to the screen below. Here you will need to click the 'Rules and Alerts' option.



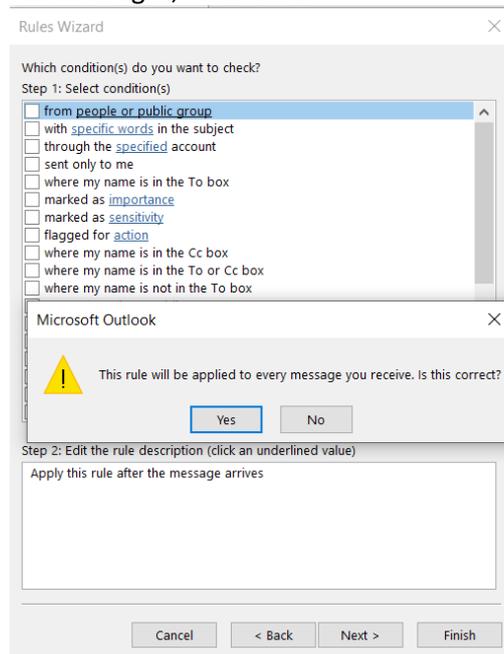
2. This should bring up the screen below where you will need to select 'New Rule':



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

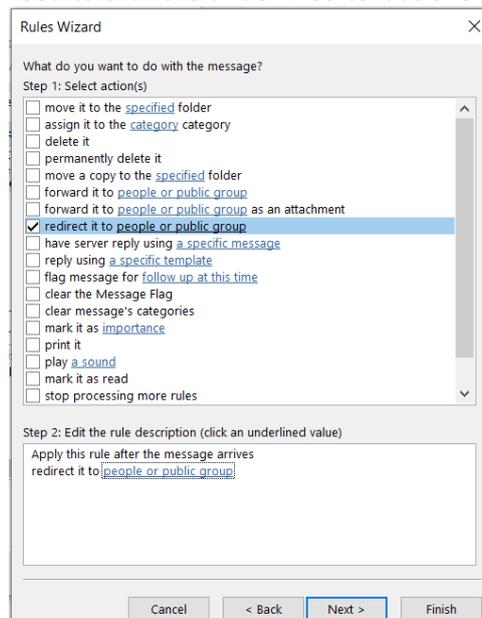


4. On the next screen, click Next again and you should receive the pop up below to say that this rule will be applied to all messages, click 'Yes':

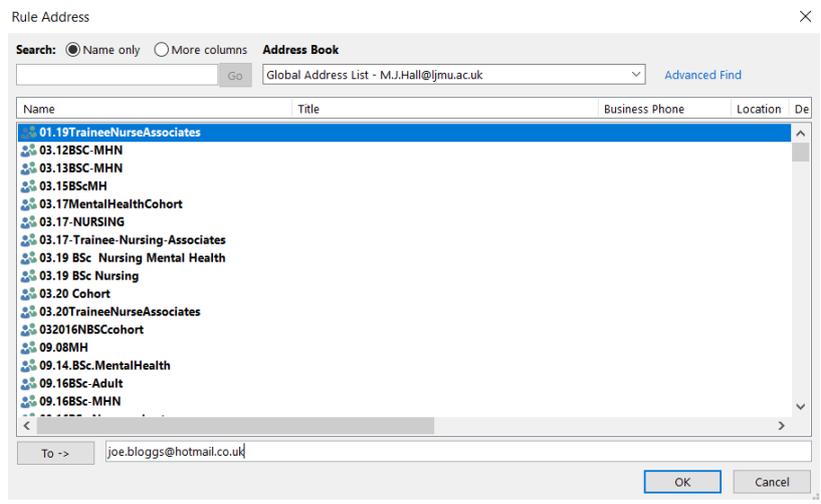


5. You can then select either:
- 'Redirect it to people or public group' – which means your email will be redirected to another email address specified by a user created inbox rule. This rule will redirect the emails as if they came directly from the original sender's email address, or
 - 'forward it 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.

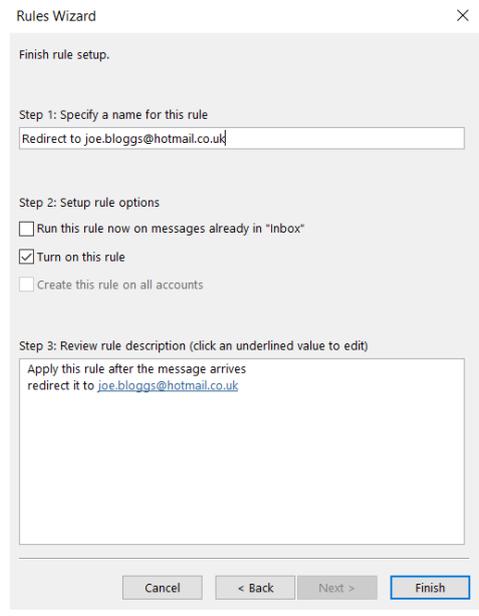
Select the one you want which should add it to the list of rules at the bottom of the Rules Wizard. You will then need to click the underlined text as shown below:



- 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:



- 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:



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