

Creating a Rule to Forward All Mail to Another Account

1. Click **Tools > Rules**, then click **New**.
2. Type a name in the **Rule name** field, such as Forward Rule.
3. Click the **When event is** pop-up list, then click **New Item**.
4. Next to **And items are**, select **Received**. Ensure that no other item source is selected.
5. Select **Mail** under Item types.
6. Click Add Action, then select **Forward**.
7. Type the address that you want the items forwarded to in the **To** field e.g. userid@uwo.ca.
8. Type a subject you want to use for forwarded items. For example, Fwd:.
9. (Optional) Type the name of a filter to use for forwarded items.
10. (Optional) Type a message for all forwarded items.
11. Click **OK**.
12. Click **Save**, verify that the rule has a check mark next to it indicating that it is enabled, then click **Close**.