

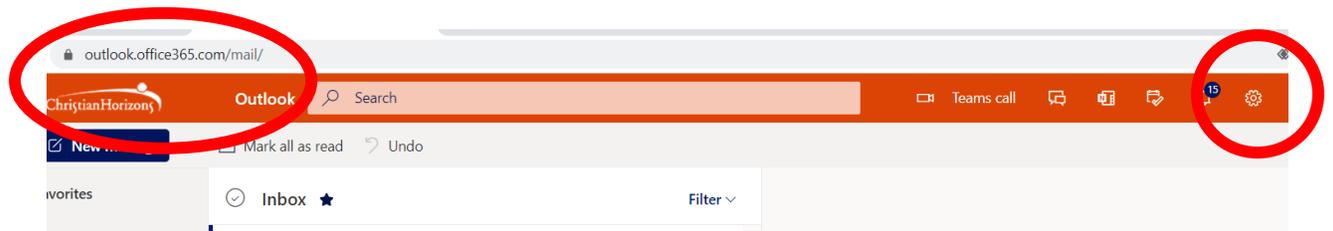
Quick Reference: How to forward email messages with a specific Subject line

This quick reference document will show you how to forward specific emails with the same Subject line from your inbox to someone else.

Note: these instructions were written for the Exchange Online version of email which can be accessed by going to: <https://outlook.office.com/mail/>. The steps are similar for Outlook email on a laptop or desktop computer.

Example of how to automatically forward a message with the subject line “**Employee Eligibility-To-Work Status Report**” to another account:

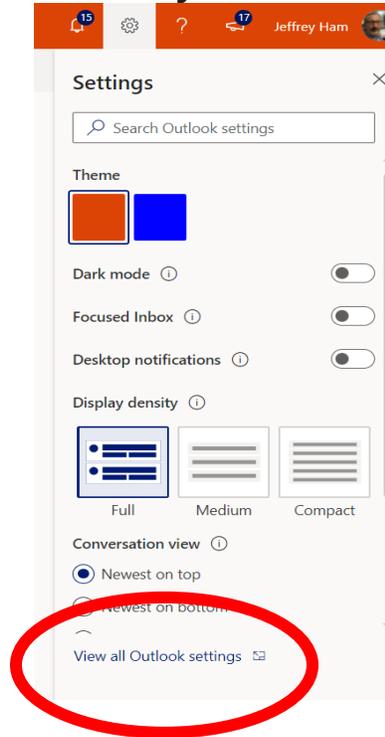
1. In the Christian Horizons Office 365 Web App, click the settings gear icon ⚙️



2. At the bottom of the Settings drop down menu is an option to “**View all Outlook settings**”

> **Settings > View all Outlook settings.**

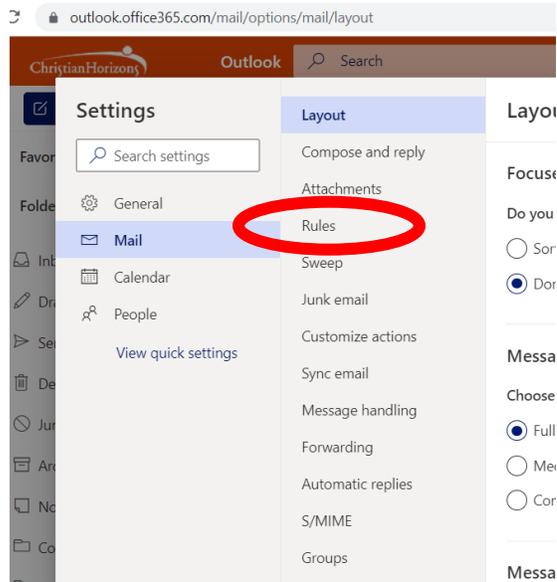
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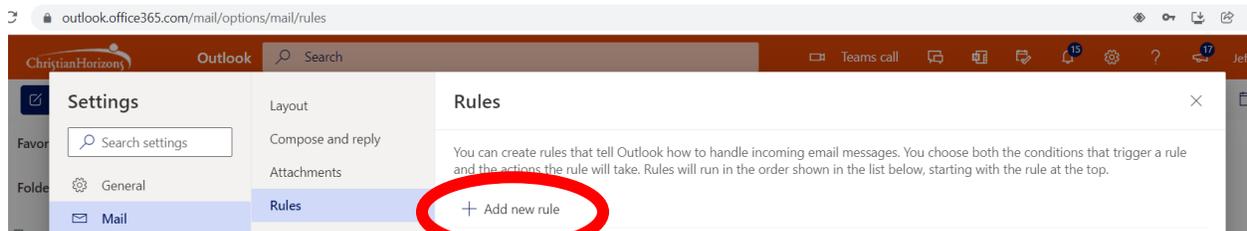
3. On the settings page click on the “**Rules**” option:

> **Settings** > **View all Outlook settings** > **Rules.**



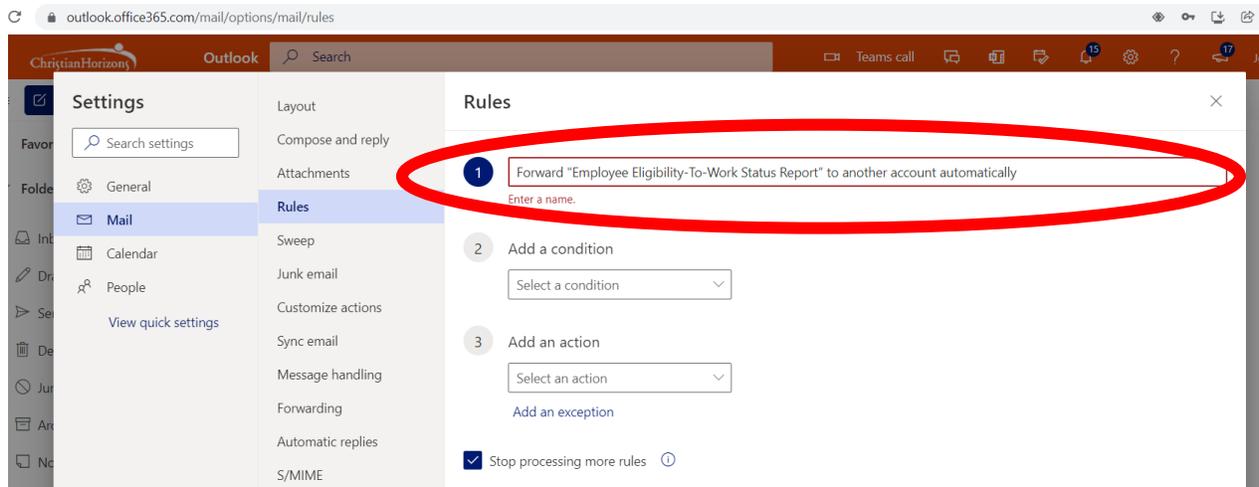
4. On the Rules page select “**+Add new rule**”

> **Settings** > **View all Outlook settings** > **Rules** > **+ Add new rule.**

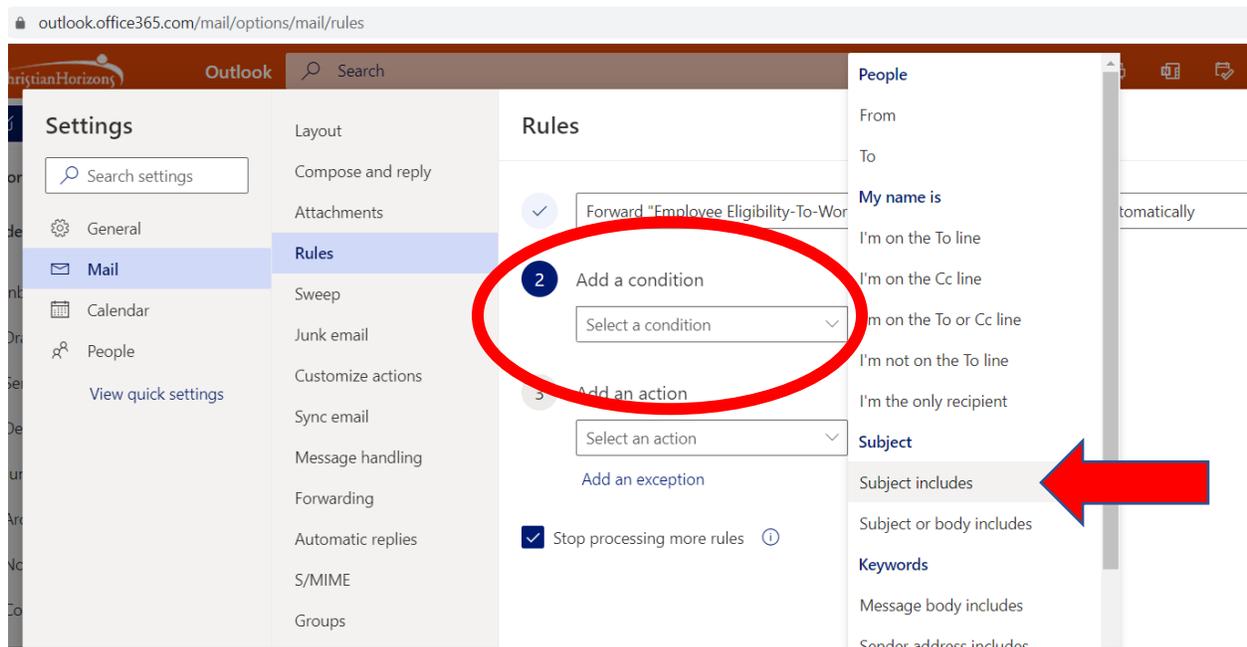


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5. Enter a **name for your new rule** (e.g. Forward "Employee Eligibility-To-Work Status Report" to another account automatically) in Rules box 1.

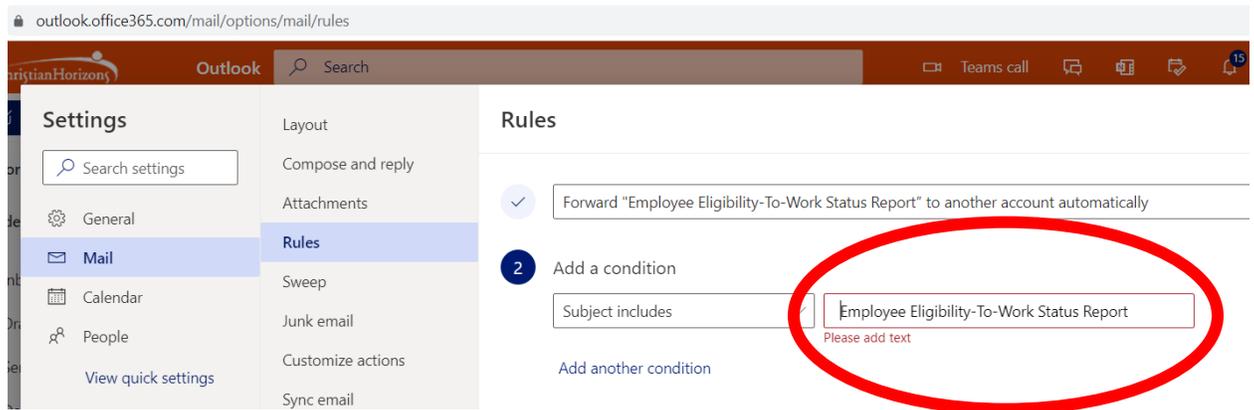


6. Select a condition of **"subject includes"** in the #2 "add a condition" dropdown list:

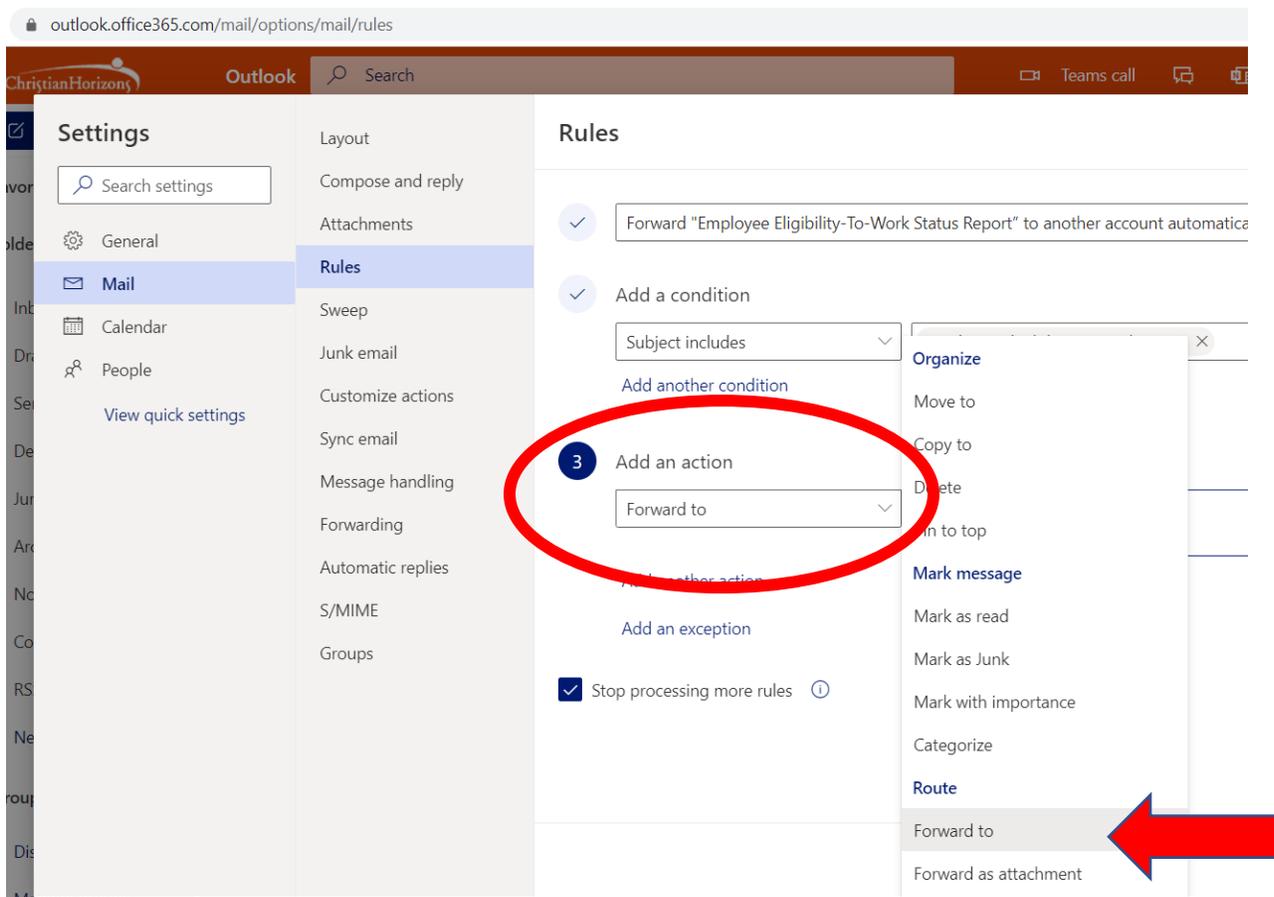


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7. Add the text "**Employee Eligibility-To-Work Status Report**" as the condition that emails will be automatically forwarded:

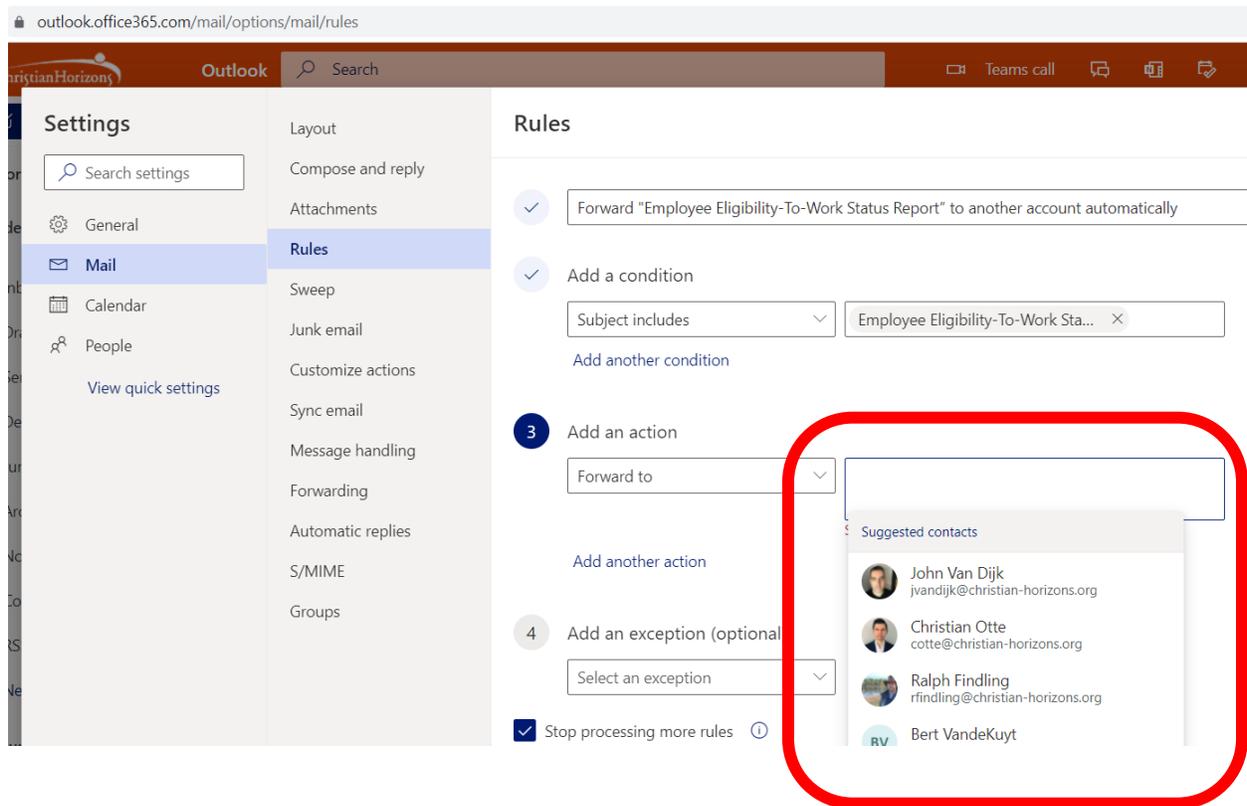


8. Select "**Forward to**" under Route for #3 Add an action:

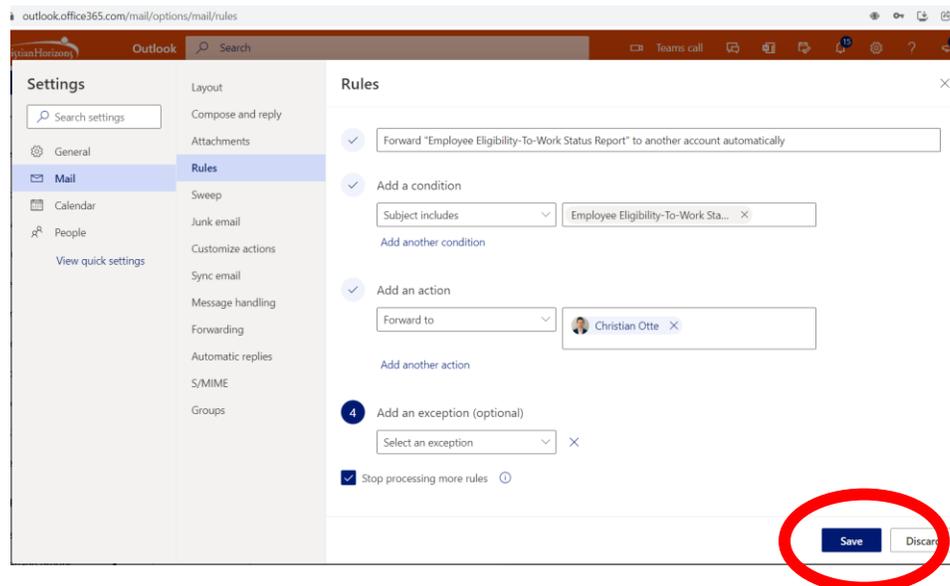


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9. Add by typing in or picking the suggested names of the person(s) you wish to forward your emails to.



10. Save your new email forwarding rule once you have added everyone who you wish to forward your email notifications to. (Important - please see step 11 for turning off email forwarding)



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11. Turn off email forwarding when you return: Click on the settings gear when you return and select **Mail > Rules >** and then you may either turn the rule off by **using the on/off slider** or edit or delete the rule entirely by selecting the **trash can icon**.

