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 access by going to: <u>https://outlook.office.com/mail/</u>. 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 🍄

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- 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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(View all Outlook settings

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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Sei	View quick settings	Customize actions	3 Add an action	I'm the only recipient	
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ur		Message handling	Add an exception	Subject includes	
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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.

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Settings	Layout Compose and reply	Rules
🔯 General	Attachments	Forward "Employee Eligibility-To-Work Status Report" to another account automatically
⊠ Mail Image: Calendar gA People View quick settings	Rules Sweep Junk email Customize actions Sync email Message handling	 Add a condition Subject includes Add another condition Add an action Forward to
	Forwarding Automatic replies S/MIME Groups	Add another action <pre> Suggested contacts</pre>

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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	Automatic replies S/MIME Groups	Add another action Add an exception (optional) Select an exception Stop processing more rules Stop Discare Sove Discare

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.

