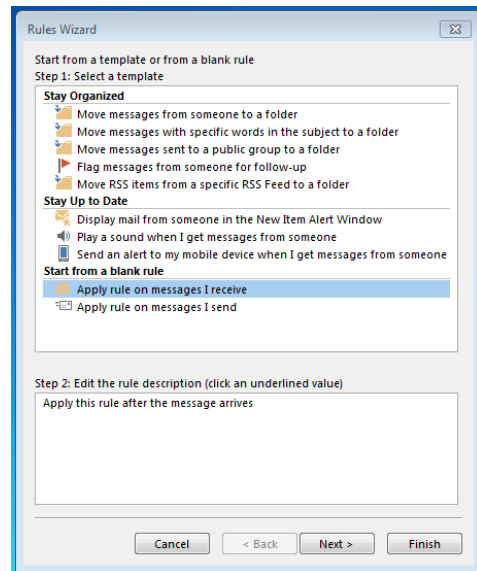
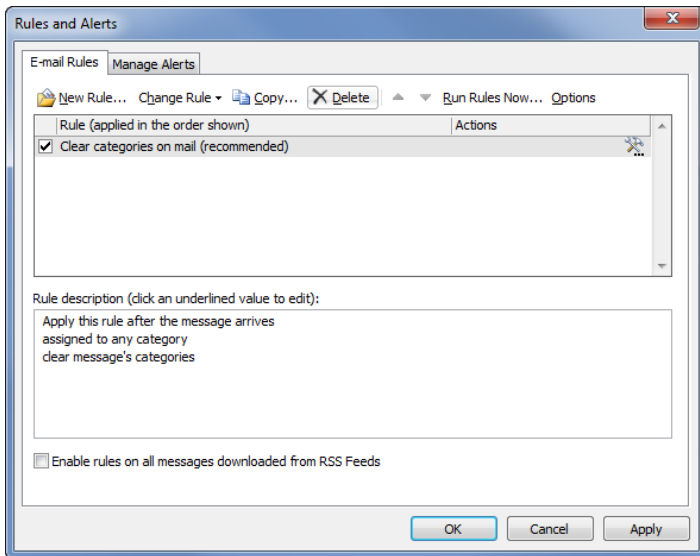
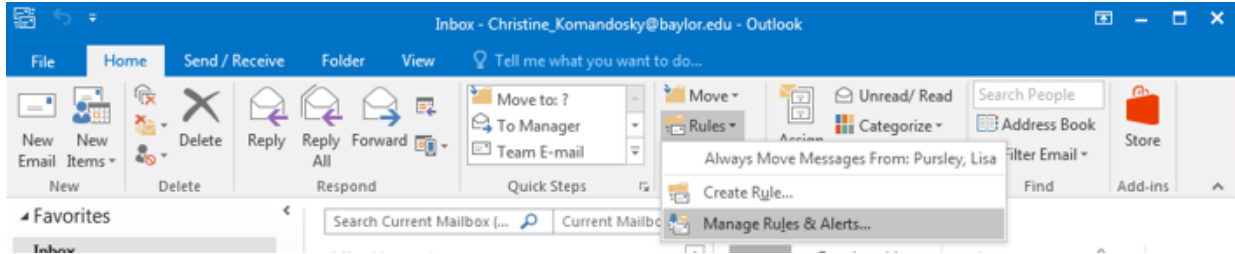
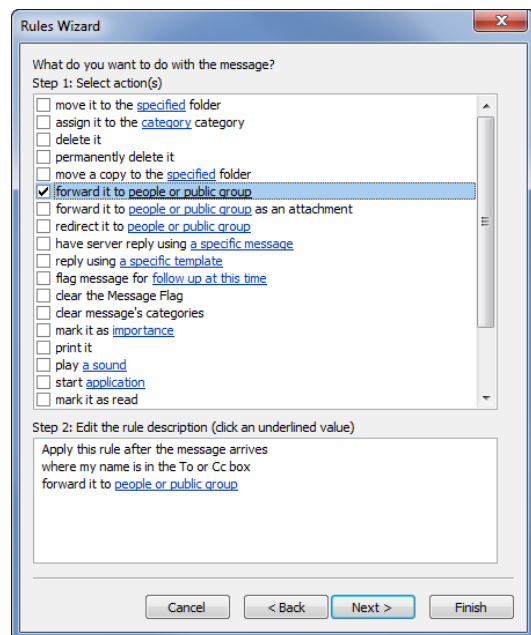
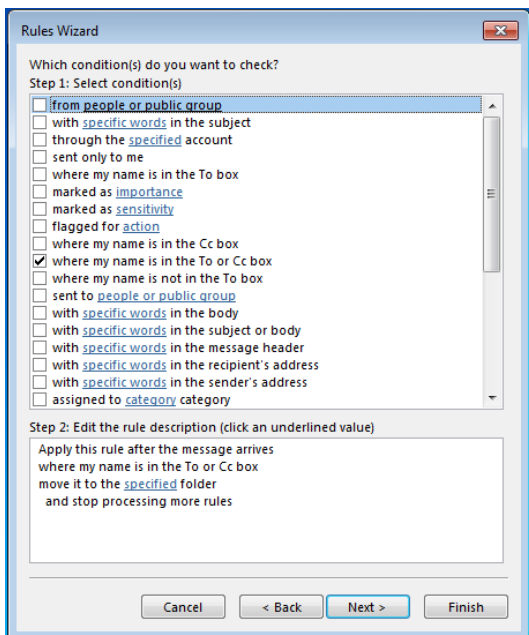


# Forwarding Email by Rule (Outlook 2016)

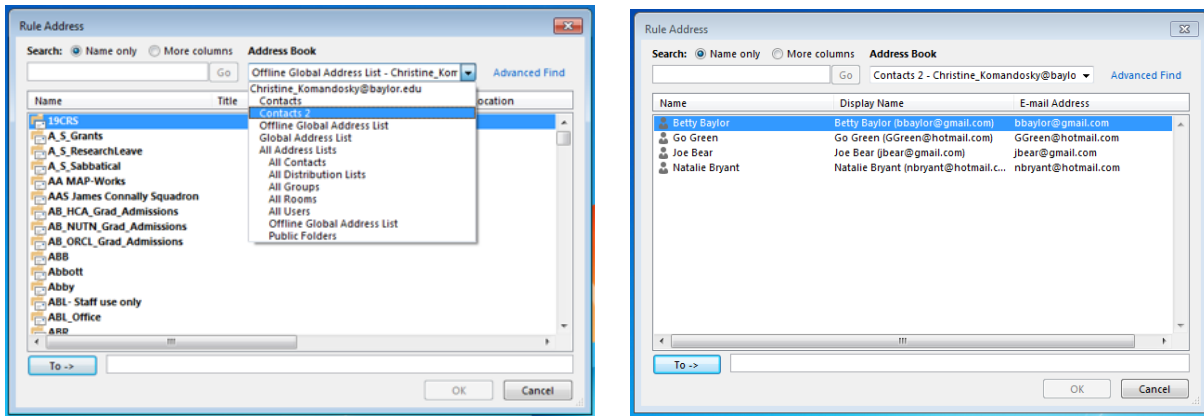
1. Make sure you are on the Home tab, click on the Rules button, and choose “**Manage Rules and Alerts**” from the drop-down menu. Click on the “**New Rule**” button at the top of the window. In the “**Start from a blank rule**” section, choose “**Apply rule on messages I receive.**” Click Next.



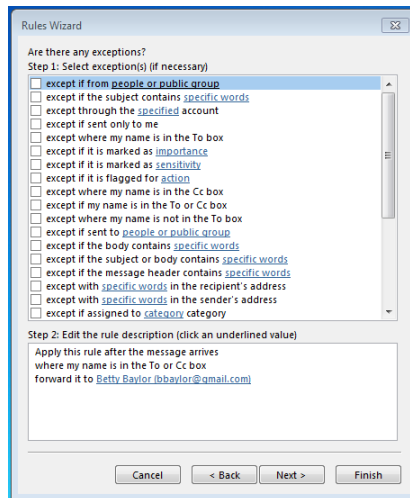
2. Place a check mark in the condition that states, “**Where my name is in the To or Cc box.**” Click Next. Place another check mark in the box that says, “**Forward it to people or public group.**”



3. Click on the link “**people or public group**” in the “Edit the rule description” box at the bottom of the window and choose the Contacts folder, or another address book that holds the email address that you wish to forward to. After finding your forwarding name/address, double click on it so that it will appear in the “**To**” section at the bottom of the window. Click OK. Then click the Next button.



4. **OPTIONAL**- Now you may place a check mark for exceptions (if there are any desired). Click Next.



5. Here you can rename if the rule if desired (Ex: Betty Baylor Forwarding). The Rules Wizard will appear with your new rule listed. **Do not** run this rule on messages already in the Inbox, **UNLESS** you want all of your current email to forward to the new address. Click Finish, then Click OK.

