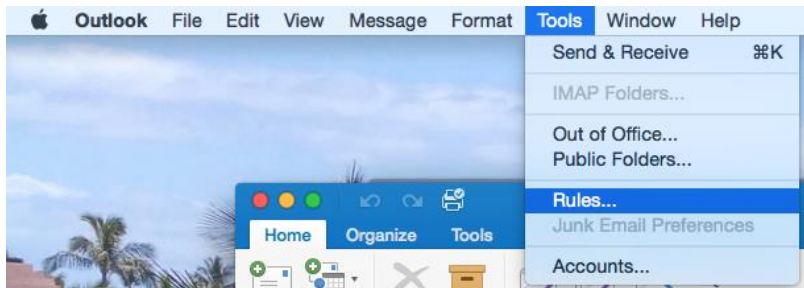


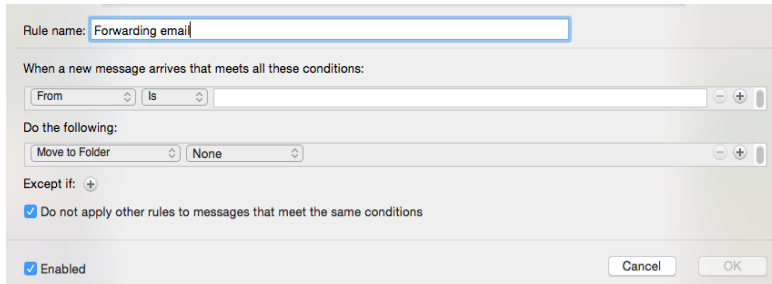
## Forwarding Email by Rule (Outlook 2016) Mac

These instructions will tell you how to create a rule in Outlook that forwards all of your incoming messages to another email account.

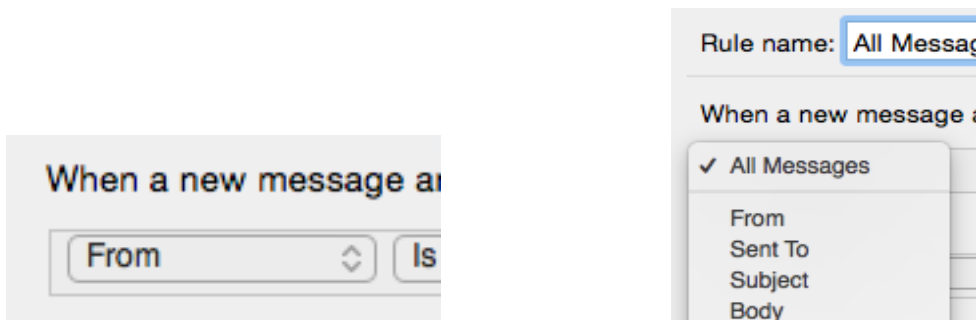
1. On the Apple menu at the top of your screen go to Tools and on the drop down choose Rules



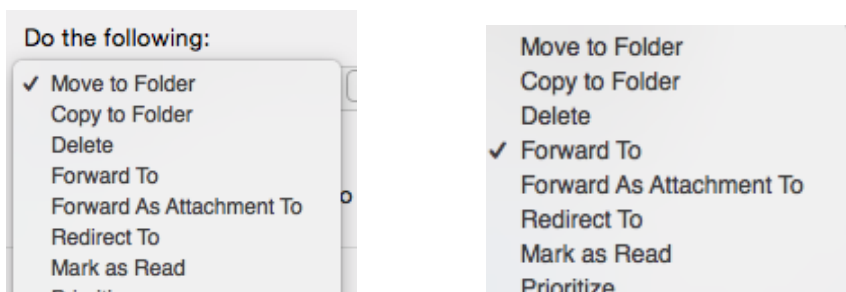
2. Click on the + to add a new rule. This will bring up a new Rule menu.



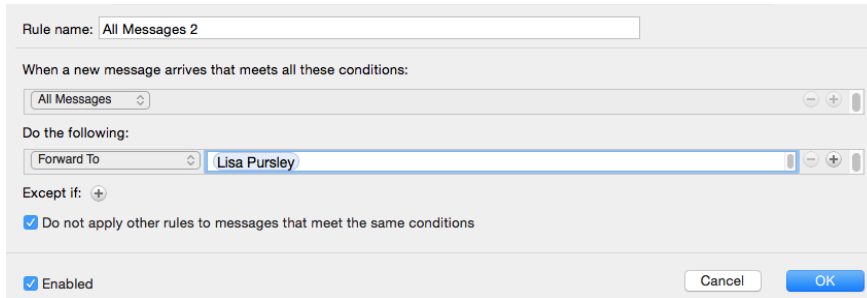
3. On the drop down menu under "When a message arrives", click on the From and change to All Messages



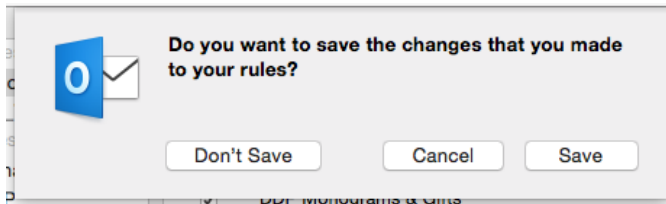
4. On the drop down menu under "Do the following", choose Forward To



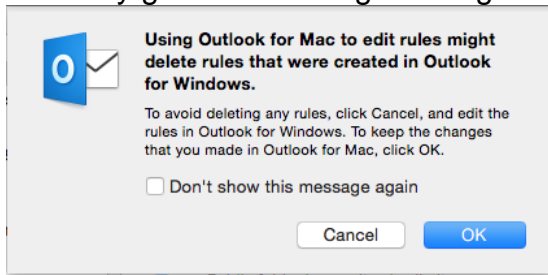
5. In the blank by the forward to, type in the email address where you want the email forwarded. Then click OK



6. The rule will now show in your list of rules. Click red X to close the rules window and tell it to Save.



7. You may get the following warning. Click OK



If you have any further questions, please contact the Help Desk at 254.710.4357