Office 365 Forwarding Rule

The aim of this document is to provide students with instructions on how to set up an Office 365 email forwarding rule.

Target Audience: Office 365 users (only)

Note: The Office 365 forwarding rule can be used by Year 14 Students, who have used their C2k email address for UCAS application, to facilitate incoming email from UCAS. The forwarding facility will be operational for 3 months from 30 June - 30 September and during this period Year 14 Students should update their email address with all contacts to their non C2k address

OneDrive- Office 365



Choose People



Clickl New Clickl Create New Contact

	Office 365	Outlook
⊕ N 2 S	lew earch my contacts	C All People Lists
Ci	hat would yo reate contact eate a new contact	ou like to do? for someone you

Enterl Contact information

First name:	Middle name:
Last name:	
🕀 Email	
⊕ Email Email:	
⊕ Email Email:	

Choose Mail



Click! Settings | Options



Click Mail I Inbox Rules

	Office 365	Outlook			
0	ptions				
SHORTCUTS GENERAL		Mail options			
MAIL Automatic processing Automatic replies Clutter		 In this section, you can change your email account settings. Email options are organized into the following categories: Automatic processing — Control how incoming and outgoing email is handled. Accounts — Choose how email will flow in and out of your accounts. 			
Inbox rules		Layout — Customize the look of your inbox and email messages.			
Junk email reporting Mark as read Message options Read receipts Reply options Accounts Block or allow POP and IMAP		 S/MIME — Manage encryption and digital signature settings for email that you send. 			

Click¦ "+" to add rule



Enterl name for new rule e.g. Forward

From!When the message arrives Select ¦ [apply to all messages]

From! Do the following Select ! forward the message to Choose the contact (previously set up)

Office 365	Outlook	
) Options	R OK X CANCEL	
SHORTCUTS	Now inhov rule	
▶ GENERAL	INEW INDOX TOTE	
#MAIL	Name	
# Automatic processing	forward	
Automatic replies		
Clutter	When the message arrives, and *	
	[Apply to all messages]	
Junk email reporting		
Mark as read	Add condition	
Message options		
Read receipts	Do the following *	
Reply options	Forward the message to 🔻	Test Forward
4 Accounts	Add action	
Block or allow	Aud action	
Forwarding	E vicinity II	
POP and IMAP	Add exception	
#Layout	Addexception	
Conversations	Stop processing more rules (What does this mean?)	
Email signature		
Message format		
Message list		
Reading pane		
▶ CALENDAR		
▶ PEOPLE		
OTHER		

Click! Ok to confirm

To: Test Forwarding

Inbox rules will be confirmed



×