


Email Clients Available at NTU

Microsoft Outlook 200x: Auto Forwarding your Emails

You can create a rule which automatically forwards or replies to messages sent to your Inbox. Outlook offers you two assistants to do this: *Out of Office Assistant* and *Rules and Alerts* (aka *Rules Wizard* or previously known as *Inbox Assistant*). This help sheet introduces you to both.

Rules Wizard

The Rules Wizard guides you through the creation of auto-forwarding rules using natural language. To set up an auto-forwarding rule which forwards all your emails to another mailbox:

1. Start-up Outlook 200x with your Exchange Profile. (See the *Email Basics* fact sheet)
2. From the *Tools* menu click *Rules and Alerts* (or *Rules Wizard*). A *Rules and Alert* window opens. (If asked which location to save, choose *Server*.)  Rules and Alerts...
3. Click *New Rule* to begin a new rule. For now, we will select *Start with a blank rule*. A window with two sections appears. The top section is where you select your choice and the lower section is where your rule builds.
4. Select the general type of rule you wish to create. In our case, select *Check messages when they arrive* and click *Next*.
5. You may include conditions to activate the rule. However, to apply the rule for all incoming messages, do not select any condition and click *Next*. When asked to confirm, click *Yes*.
6. Tick to select both *delete it* and *forward it to people or distribution list*. On the lower section click on the underlined people or distribution list to edit it.
7. In the *Rules Address* window, click the *New* button.
8. In the *New Entry* window, select *Internet Address* and click *OK*.
9. In the *New Internet Address Properties* window, fill in your name in the *Display Name* box. Enter the email address you want your emails forwarded to in the *E-mail Address* box. (This is not the NTU email address.) Click *OK*.
10. Click *Next*.
11. You may select any exception to the rule. In this case, leave it blank and click *Next*.
12. You may specify a suitable name for this rule. Verify that *Turn on this rule* is selected. Your new rule is summarised in the lower box as: *Apply this rule after the message arrives forward it to your name and delete it*.
13. Click *Finish* and then *OK*. Your rule is now activated.

You should send a message to your NTU mailbox to test the rule.

NOTE: Since the emails are placed in the *Deleted Items* folder after forwarding, you should still login to clean up your NTU mailbox from time to time. Once your mailbox exceeds its size quota you will not be able to send or forward emails.

Out of Office Assistant

The *Out of Office Assistant* comes in handy when you will be away from your office, for a vacation or seminar, and want to notify people that you are not available. Each time you receive an email, a reply will be automatically sent to the sender. Only one reply is sent to each sender. A simple set-up that will reply with a message is shown below:

1. On the *Tools* menu select *Out of Office Assistant*.
2. Select *I am currently Out of the Office* to turn on the Out of Office Assistant.
3. Type the message you want to send in the blank area.
4. Click *OK* to complete.

Adding Rules

You can also create rules to activate on incoming messages when your Out of Office is turned on.

1. On the *Tools* menu select *Out of Office Assistant*.
2. Click the *Add Rule* button. An *Edit Rule* window appears.
3. In the *When a message arrives that meets the following conditions* section, you may fill the criteria to activate this rule. Leaving it blank means that the rule will be activated for all incoming messages.
4. Complete the *Perform these actions* section. This may be forwarding or replying to the email.
5. Once you have completed your settings, click *OK*.

It is possible to have more than one rule at a time, but be sure to take note of the sequence.