
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

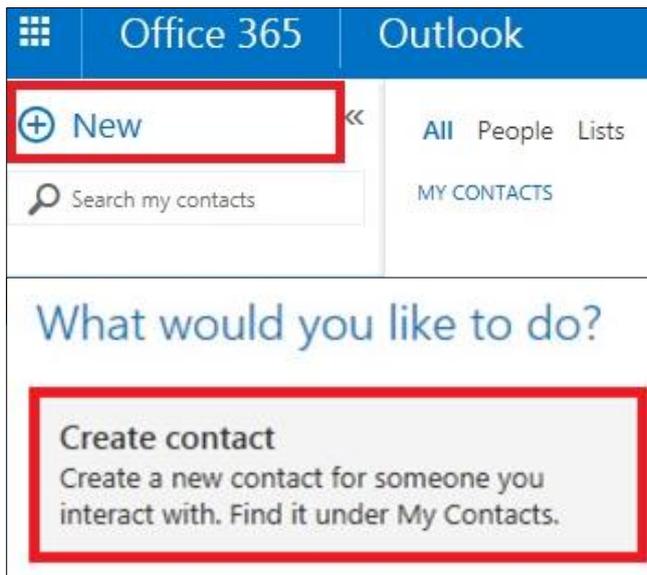
OneDrive- Office 365



Choose People



Click! New
Click! Create New Contact



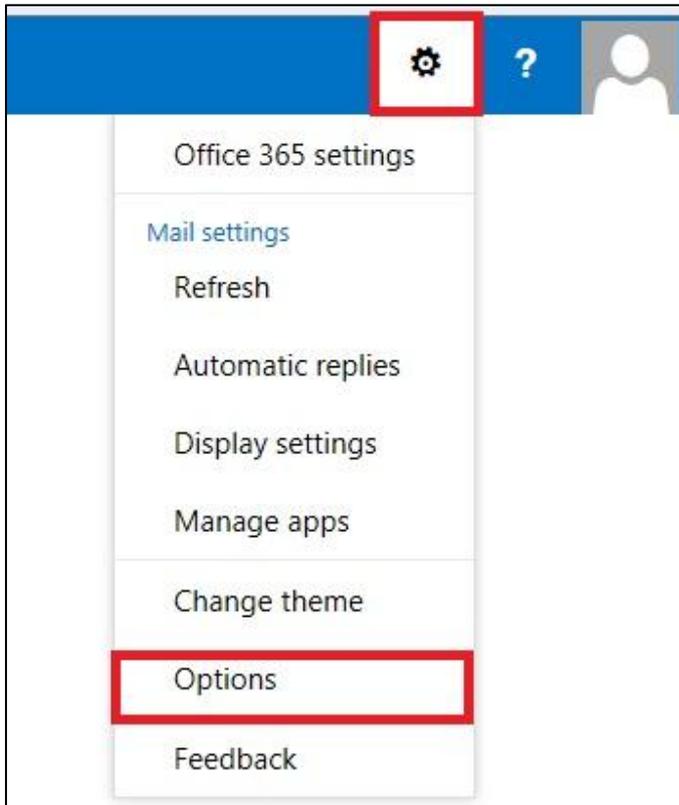
Enter! Contact information

The screenshot shows the 'Create contact' form. At the top, there are 'SAVE' and 'DISCARD' buttons. Below are input fields for 'First name:', 'Middle name:', and 'Last name:'. There is a '+ Email' section with an 'Email:' input field and a 'Display as:' input field.

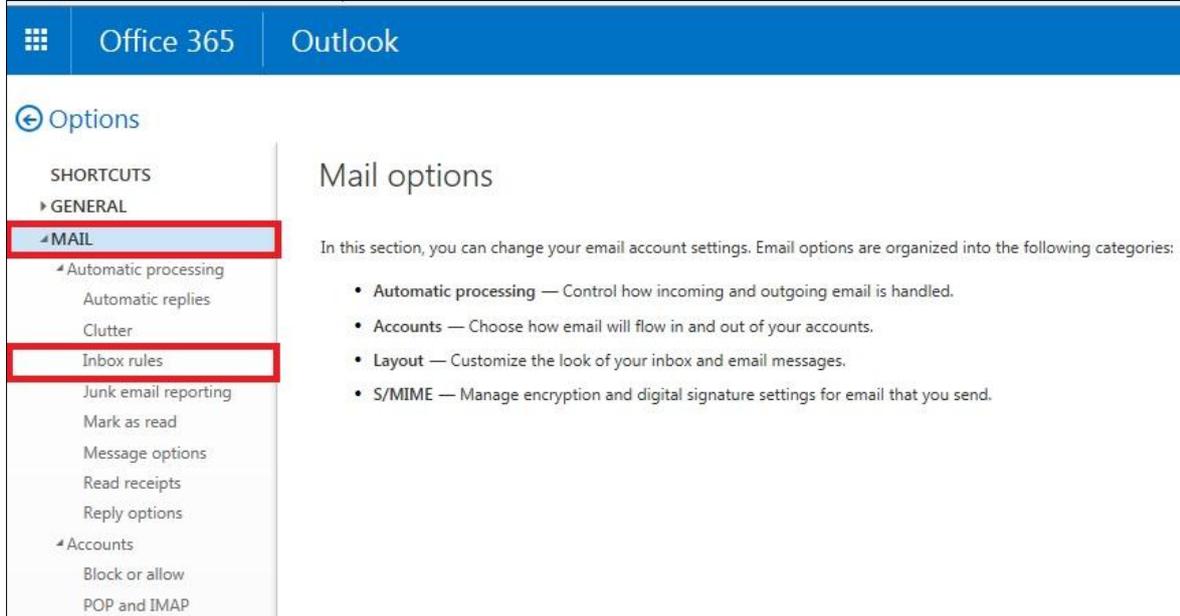
Choose Mail



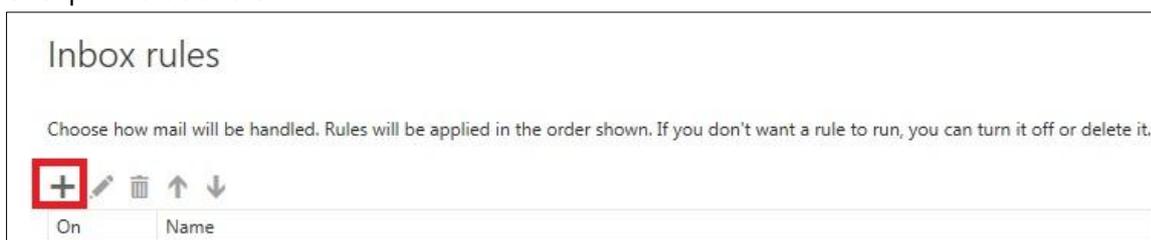
Click! Settings | Options



Click! Mail | Inbox Rules



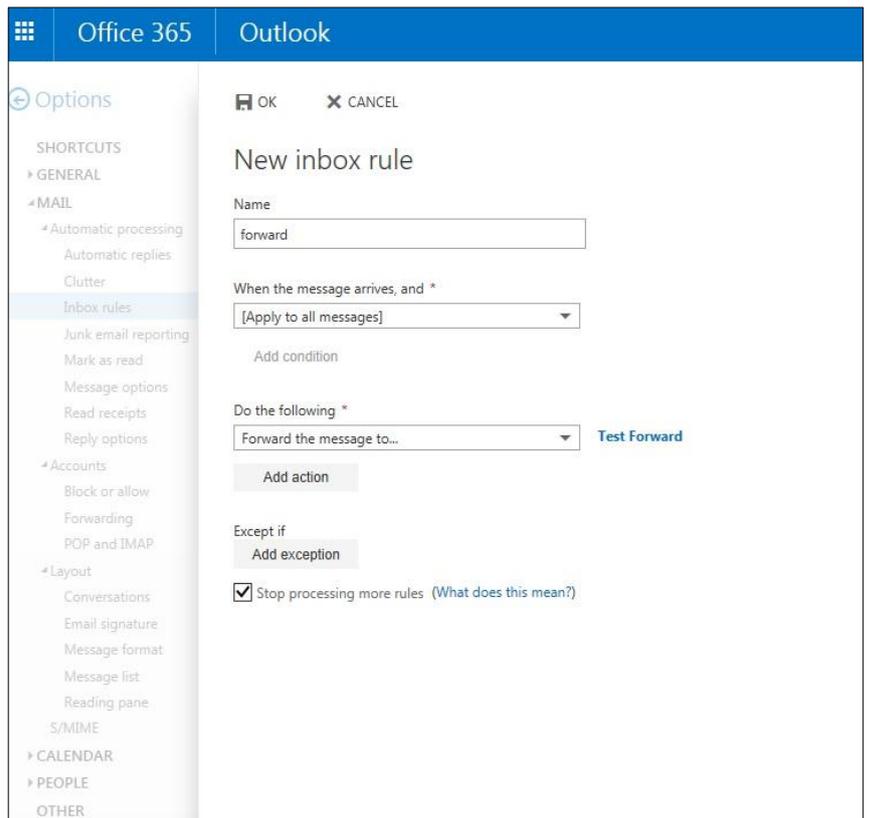
Click! "+" to add rule



Enter! 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)



Click! Ok to confirm



Inbox rules will be confirmed

