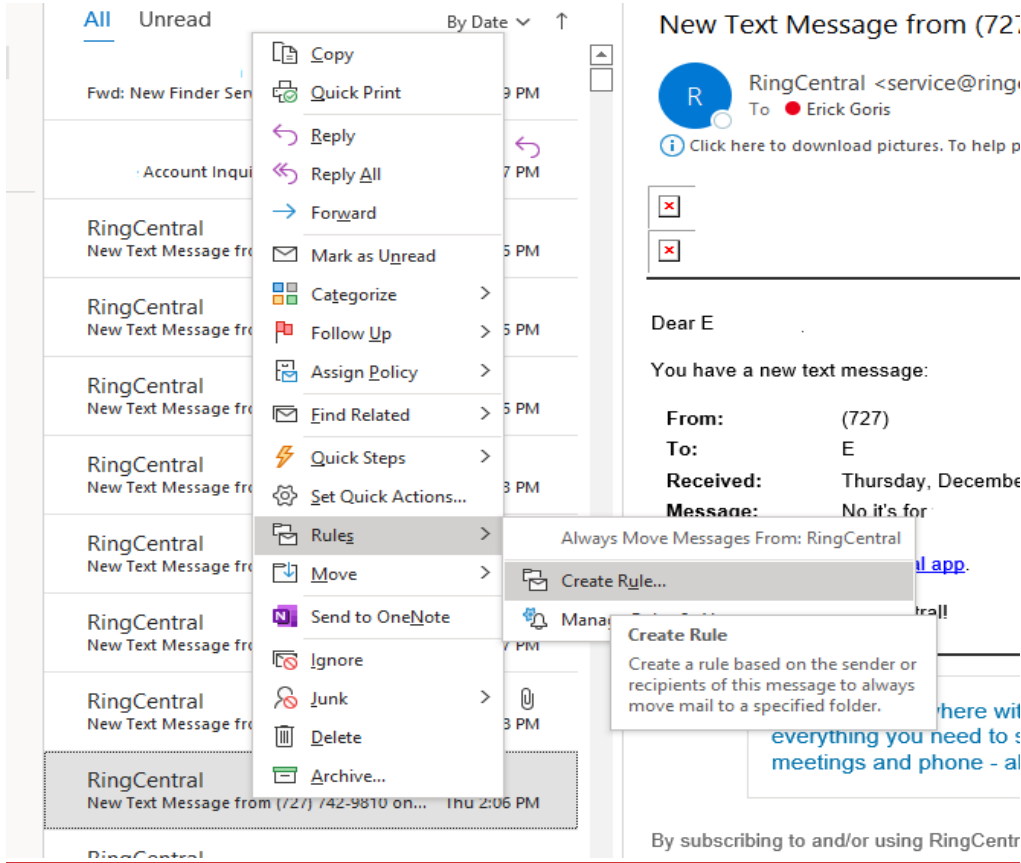
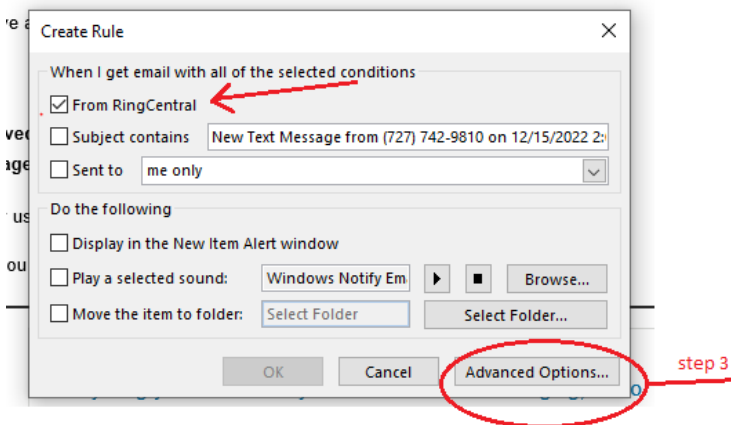


The easiest way to create a forwarding rule in outlook, is to wait for message that you want to forward to arrive in your inbox once it does follow the steps below.

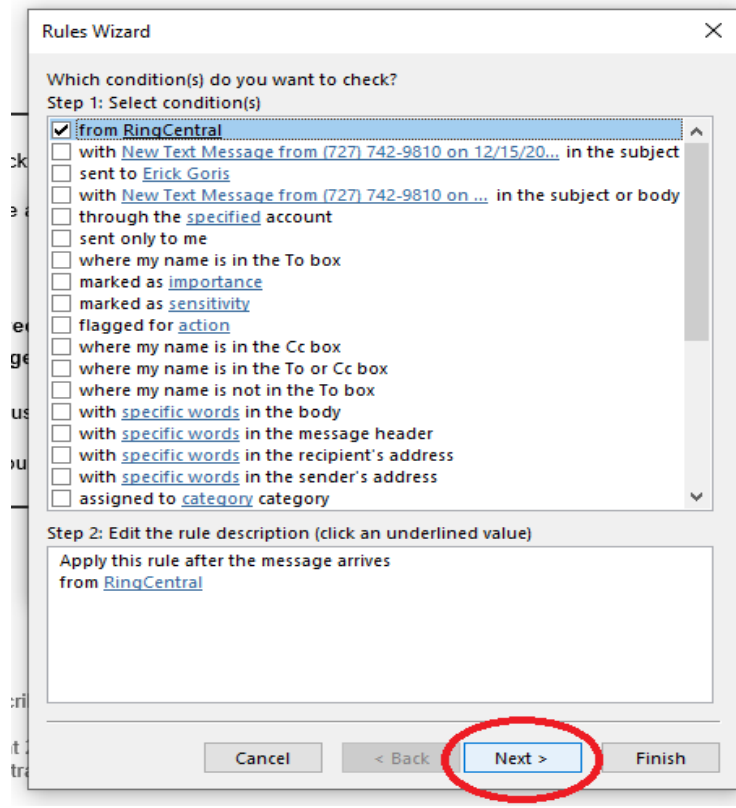
1. Select the email you want to forward, right click and from the list select **rules** then **create rule...**



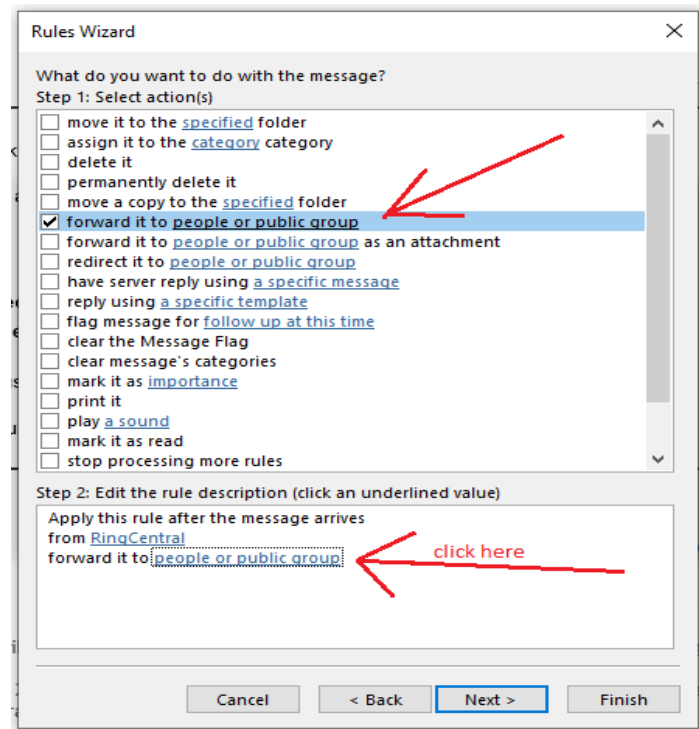
2. In the create rule dialog box click on the **From** check box ( this check box should have from + the name or email address of the sender)



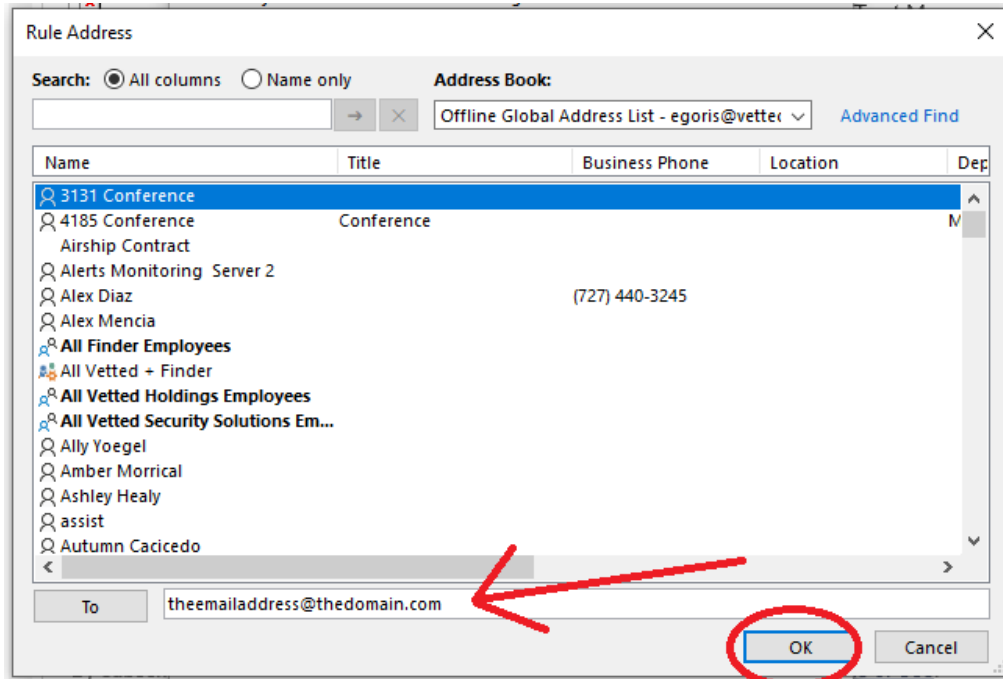
3. Click on **Advance Options...** you should now have a **Rules Wizard** dialog box click **next**



4. Select the box that says **forward it to people or public group**. If you look at step 2 there's an option that says **forward it to people or public group** that you just selected in step 1, click on **people or public group** in step 2



5. Before starting the next step please note, “if you are forwarding an LPR alert, put [lpr@findersoftware.com](mailto:lpr@findersoftware.com) in the “to” field, and if you are forwarding a bulletin, use [bulletin@findersoftware.com](mailto:bulletin@findersoftware.com)”



6. Another box titled “Rules Address” will pop up, type the email address that you’re forwarding to in the blank space next to “To” then click **OK**, after the box closes click on **finish**, you have now created the forwarding rule.

