After you sign in to Pasadena City College Outlook Web App, click **Options > Create an Inbox Rule**.

Outlook WebApp		sign out ITS, Helpdesk -
Mail > Inbox 20886 Item	5	Find Someone Options • ?•
 ▷ Favorites ITS, Helpdesk Inbox Drafts [632] 	New - Delete - Move - Filter - View - 🖉 Reply Reply All Forward Search Entire Mailbox Arrange by Date - Newest on Top Today	Options tions - Set Automatic Replies Change Your Password Create an Inbox Rule
 Sent Items Deleted Items (570) AVG Virus Vault 	V Freya F. Lin Pick up a very old printer	Select a Theme
Junk E-mail Notes Responded Emails	Alicia R. Austin System corrupted	_ < I AM
▷ 🔊 RSS Feeds	A Tunisia Bailey fax extension change	10:57 AM
	A Michelle M. Ingram RE: Status Update: Incident 120270	10:09 AM
	Anne M. Ostrander Automatic reply: Status Update: Incident 121022	9:33 AM
	Greta D. Earnest Printer	9:17 AM
	Donna M. Nielsen FW: Status Update: Incident 120857	8:48 AM
	Julianna D. Mosier Computer Problem	7:49 AM
	Socilyn M. McGrath Off-Campus Meeting this Morning	7:37 AM

On the Inbox Rules tab, click New.

Outlook Web App		sign out ITS, Helpdesk
Mail > Options		My Mail 🔞 🔹
Account		
Organize E-Mail	Inbox Rules Automatic Replies Delivery Reports	
Groups		
Settings	Inbox Rules	
Phone	Choose how mail will be handled. Rules will be applied in the order shown.	If you don't want a rule to run, you can turn it off or
Block or Allow	delete it.	
	🖄 New 🝷 🗉 Details 🗙 🐟 🗇 😂	The rule you've selected can't currently be viewed in Outlook Web App. Please use Outlook to view it.
	On Rule	
	Clear categories on mail (recommended)	

Under When the message arrives, select Apply to all messages.

🤗 New Inbox Rule - Windows Internet Explorer	
https://exchange.pasadena.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1	a
New Inbox Rule	0
*Required fields	
Apply this rule	
* When the message arrives, and:	
[Apply to all messages]	
Select one	
It was received from	
It was sent to	
It includes these words in the subject	
It includes these words in the subject or body	
It includes these words in the sender's address	
My name is in the To or Cc box	
[Apply to all messages]	
✓ Save	🗙 Cancel
	🔍 100% 🔻 🔡

Below the **Do the following** field, select **More options**.

New Inbox Rule - Windows Internet Explorer	
Https://exchange.pasadena.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnObjectType=1	a
New Inbox Rule	0
*Required fields	
Apply this rule	
* When the message arrives, and:	
[Apply to all messages]	
Do the following:	
Select one	
I More Options	
✓ Save	X Cancel
javascript:void(0);	🔍 100% 🔻 🔐

Under Do the following, select Forward, redirect, or send, then select Forward the message to

New Inbox Kule - Windows Internet Explorer				~
https://exchange.pasadena.edu/ecp/RulesEditor/NewInboxRule.	asp	x?pwmcid=1&ReturnObjectType=1		
New Inbox Rule				?
*Required fields				
Apply this rule				
* When the message arrives, and:				
[Apply to all messages]	•			
Add Condition				
Do the following:				
Select one	•			
Select one				
Move, copy, or delete	۲			
Mark the message	⊁			
Forward, redirect, or send	≯	Redirect the message to		
Add Exception		Send a text message to		
		Forward the message to		
□ Stop processing more rules (What does this mean?)		Forward the message as an attachme	nt to	
Name of rule:	_			
[Apply to all messages]				
		✓ Save	🗙 Canc	el
			a 1009	% 🔻

https://exchange.pasadena.e	du/owa/?ae=Dialog&t=AddressBook&a=PickTo	
Address Book		
🔟 Default Global Address	٩	
💷 All Rooms	Arrange by Name 👻 A on top	
Show other address lists M	A C. Panella	
	Performing and Communication Arts	
	acpanella@pasadena.edu	
	Aaron G. Bond	
Contacts	abond@pasadena.edu	
My Contacts	Aaron Hurtado	
Contacts	Adjunct Faculty , English	
Suggested Contacts	AXHURTADO@pasadena.edu	
TestGroupo	Aaron M. Morris	
	Adjunct Faculty , Mathematics	
	AMMORRIS@pasadena.edu	
	Aaron Macris	
	Mathematics	
	AMMACRIS@pasadena.edu	
	Aaron Ryan	
	axryan@pasadena.edu	
	Aaron S. Hamachi	
	ahamachi@pasadena.edu	
	Abby A. Delman	
	Instructor , Social Sciences	
lessage recipients:		
To -> instructor@y	/ahoo.com	

Click $\ensuremath{\text{OK}}$ to save your selections and return to the new rule window.

Address Book		i
Address Book		
Default Global Address	٩	
🕮 All Rooms	Arrange by Name 👻 A on top	
Show other address lists 🖇	A C. Panella	
Show other address lists +	Performing and Communication Arts	
	acpanella@pasadena.edu	
	Aaron G. Bond	
Contacts	abond@pasadena.edu	
My Contacts	Aaron Hurtado	
Contacts	Adjunct Faculty , English	
Suggested Contacts	AXHURTADO@pasadena.edu	
TestGroupo	Aaron M. Morris	
	Adjunct Faculty , Mathematics	
	AMMORRIS@pasadena.edu	
	Aaron Macris	
	Mathematics	
	AMMACRIS@pasadena.edu	
	Aaron Ryan	
	axryan@pasadena.edu	
	Aaron S. Hamachi	
	ahamachi@pasadena.edu	
	Abby A. Delman	
	Instructor , Social Sciences	
Aessage recipients:		
To -> instructor@ya	ahoo.com	
	OK	`ancel

Click **Save** to save your rule.

Ø New Inbox Rule - Windows Internet Explorer		
https://exchange.pasadena.edu/ecp/RulesEditor/NewInboxRule.aspx	?pwmcid=2&ReturnObjectType=1	
New Inbox Rule		0
*Required fields		
Apply this rule		
* When the message arrives, and:		
[Apply to all messages]		
Add Condition		
Do the following:		
Forward the message to 👻	<u>'instructor@yahoo.com'</u>	
Add Action		
Except if:		
Add Exception		
Stop processing more rules (What does this mean?)		
Name of rule:		
[Apply to all messages]		
	√ Save	🗙 Cancel
		🔍 100% 🔻

Click **Yes** to apply to all future messages and return to the **Inbox Rules** tab. All your Pasadena City College Email will now be forwarded to your forwarding email address.

🧉 New Inbox Rule - Wir	idows Internet Explorer	
🦂 https://exchange.pas	adena.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1	0
New Inbox Rule		0
*Required fields		
Apply this rule		
* When the mes	sage arrives, and:	
[Apply to all m	essages]	
Add Condition		
Do the followi	Warning ×	
Forward the		
Add Action	Do you want this rule to apply to all future messages?	
Except if:	Yes	
Add Exceptio		
Stop process	ing more rules (What does this mean?)	
Name of rule:		
[Apply to all me	ssages]	
	√ Save	🔀 Cancel
		🔍 100% 🔻