Steps to Forward Travel Management Emails to Administrative Assistants for Review

1. In Outlook click on one of the travel management emails you would like to forward, then Rules in the Move Ribbon:

	* SENO / RECEIVE	FOLDER VIEW ADD-INS	Inbos - dpeters@	bfoomu.adu - Outleok		
New New	Chan Up * Delete	Reply Tenned Ref More -	2014 Inventory Charles Tank It	Frie Thread + 100 Studget ern Im Frie Sander + Im Nonaget Frie Sander + Im To Nonaget Frie Sander + Im To Nonaget	Move -	
times nema-	Delete	Respond	Lingh File	Quint Steps rk	Create Ryle	62De

2. Select Create Rule:



3. Select From Do Not Reply, and select subject contains and type in Approve Travel Approval for

C	reate Rule				×
	When I get e	-mail with	all of the selected con	ditions	
	From Do I	Not Reply			
	V Subject co	ontains	pprove Travel Approv	al for	
	📃 Sent to	me only			•
	Do the follow	wing			
	📃 Display in	the New	em Alert window		
	📄 Play a sele	ected sou	select Sound		Browse
	Move the	item to fo	der: Travel Manage	ment	Select Folder
			ок	Cancel	Advanced Options

4. Select the Advanced Options:

(Create Rule	EX.
e	When I get e-mail with all of the selected condition	IS
	▼ From Do Not Reply	
	Subject contains Approve Travel Approval for	
	Sent to me only	4
	Do the following	
	Display in the New Item Alert window	P
	Play a selected sound: Select Sound	Browse
ļ,	Move the item to folder: Travel Management	Select Folder
y	OK Cancel	Advanced Options

5. Below step 2 select Next:

-	Step 2: Edit the rule description (click an underlined value)
2	Apply this rule after the message arrives from <u>Do Not Reply</u> and with <u>Approve Travel Approval for</u> in the subject
a	
)	
	Cancel < Back Next >

6. Select forward it to People or public group. In step 2 click on people or public group:

Rules Wizard	×
What do you want to do with the message? Step 1: Select action(s)	
 move it to the <u>specified</u> folder assign it to the <u>categony</u> category delete it permanently delete it move a copy to the <u>specified</u> folder forward it to <u>people or public group</u> forward it to <u>people or public group</u> forward it to <u>people or public group</u> have server reply using a <u>specific message</u> reply using a <u>specific template</u> flag message for <u>follow up at this time</u> clear the Message Flag clear message's categories mark it as <u>importance</u> print it play a <u>sound</u> start <u>application</u> 	
mark it as read	-
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives from <u>Do Not Reply</u> and with <u>Approve Travel Approval for</u> in the subject forward it to <u>people or public group</u>	
Cancel < Back Next > Fini	sh
DE: Darking management	T

7. Search for the last name of the person you would like to also receive these emails:

le Address earch: ^O Name only ^O	More columns Address Book	
otora	Go Global Address List - dpeters@blo	omu.edt 👻 🔷 Advanced Find
Name	Title	Business Phone
🖁 Potora, Stacey	Clerk Typist 2 - College of Education	
🔓 Poust, Brian	Refrigeration Mechanic	570-389-4546
🔓 Powell, Loreen M	Associate Professor	570-389-4752
Powers, Nancy	Sub Univer. Reg. Nurse	570-389-4451
Powlus, Leigh	Custodial Staff	
President, BU	President	
Presidents Cabinet		
President's Executive St		
Presswood, Randall	Technical/Performing Arts	570-389-4291
Priority	_	
Prof Studies Dean Searc	n at and	
Professional Developme Professional LL	nt and	
Protessional Compus Mini	stry	
Prout Mark F	Bldg Construction Inspector	570,389,2788
Prout, Mary	Administrative Assistant 1	570-389-4277
Provost. BU	Provost	
		- F
To a Potora Star	AV.	
		OK Cancel
2: Edit the rule description	(click an underlined value)	
ply this rule after the mess	age arrives	
m Do Not Reply		
nd with <u>Approve Travel App</u>	proval for in the subject	
ward it to <u>Potora, Stacey</u>		

Then click finish. This will forward <u>all</u> travel approval emails to the administrative assistant for their review.