Setting a Forwarding Rule for Payroll Advice from Outlook Web Access

1. Log into OWA and click the arrow next to Options in the upper, right-hand corner under your name.

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Select Create and Inbox Rule	
	sign out Mattlin, Jay A -
	Find Someone Options * ? *
	Options Set Automatic Replies
	Create an Inbox Rule
	See All Options
	Select a Theme

3. On the next screen, click New...



4. At this point, a new window will open to set the rules.

New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-ix02)	
New Inbox Rule	0
*Required fields	
Apply this rule	
* When the message arrives, and:	
Select one	
Do the following:	
Select one	
·	
✓ Save	X Cancel
	🔍 100% 🔻 🔡

5. Select the dropdown for "When the message arrives, and:" and click "It includes these words in the subject..."



6. A new window will open where you will input the subject of the message to be forwarded. Enter

"Fairfield County Paycheck Advice" in the box and click the to add the subject to the rule. Then click OK.

🥥 New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-ix02)				
New Inbox Rule		0		
*Required fields	Specify Words or Phrases			
* When the messar	Remove			
It includes these v	Fairfield County Paycheck Advice	ノ		
Do the following:	Add			
Select one				
🔝 More Options				
	OK Cancel			
	√ Save	💢 Cancel		
https://webmail.co.fairfield.oh.us/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=1&ReturnObjectType=1# 🔍 🔍 100% 💌				

7. Next, click the dropdown for Do the following: and click "Redirect the message to..."

New Inbox Rule - Windows Internet Explorer provided by Fairfield I	۲ (ddad-svr-ix02)
New Inbox Rule	
*Required fields	
Apply this rule	
* When the message arrives and:	
It includes these words in the subject	'Fairfield County Paycheck Advice'
Do the following:	
Select one	
More Options	
New Inbox Rule - Windows Internet Explorer provided by Fairfield I	(ddad-svr-ix02)
New Inbox Rule	0
*Required fields	
Apply this rule	
* When the message arrives, and:	
It includes these words in the subject	'Fairfield County Paycheck Advice'
Do the following:	1
Select one	
Select one	
Move the message to folder	
Mark the message with a category	
Redirect the message to	
Delete the message	
	🗸 Save 🔀 Cancel
	✓ Save X Cancel € 100% -

8. Once you select Redirect the message to... your address book will open. You will then type in the address you would like your Paycheck Advice forwarded to in the To box at the bottom. Then click OK.



9. Your New Inbox Rule screen should now look like this...

🤗 New Inbox Rule - Windows Internet Explorer provided by Fairfield IT (ddad-svr-ix02)		
New Inbox Rule	0	
*Required fields		
Apply this rule		
* When the message arrives, and:		
It includes these words in the subject	<ul> <li>'Fairfield County Paycheck Advice'</li> </ul>	
Do the following:		
Redirect the message to	<ul> <li><u>'yourpersonaladdress@someemaildomain</u></li> </ul>	
I More Options		
	<b>a</b> 100% 👻	

10. Click Save and your new rule will be active. You can now close out of Outlook Web App.