



SETTING UP EMAIL RULES FOR

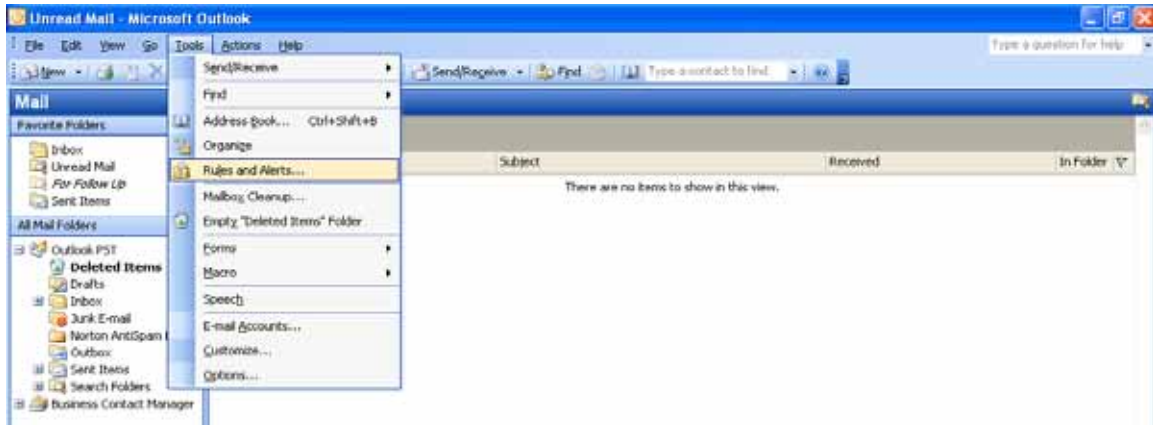
SABRE



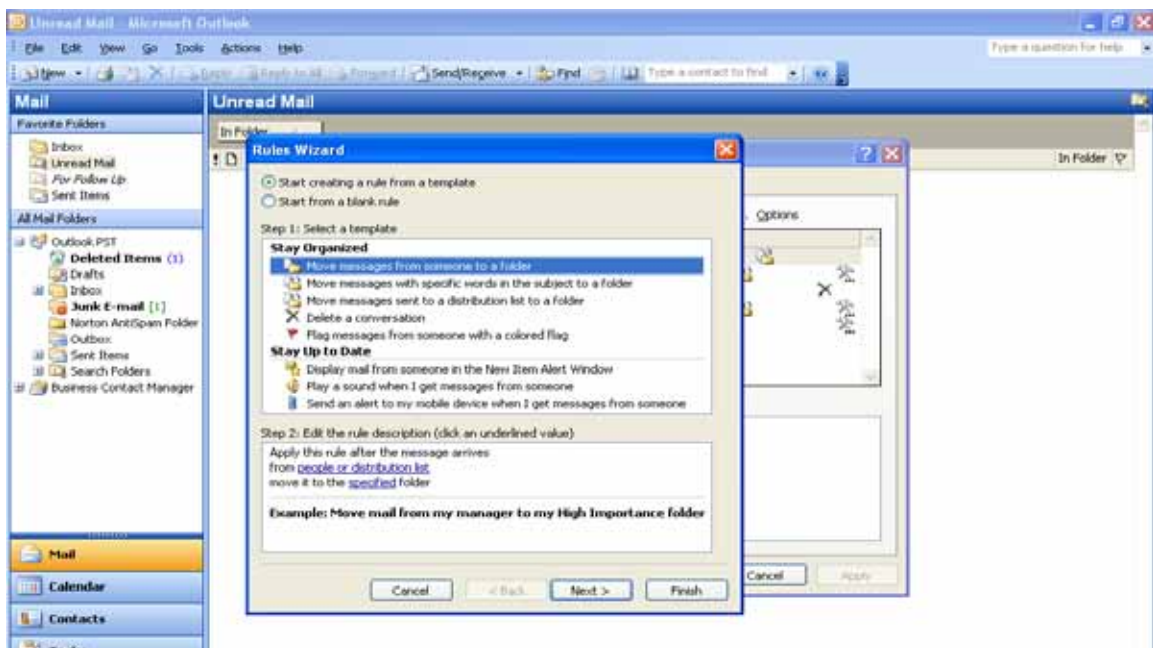
AIM: To forward all message delivery receipts to central email address so that SABRE can import them in order to determine billing details.

### Steps:

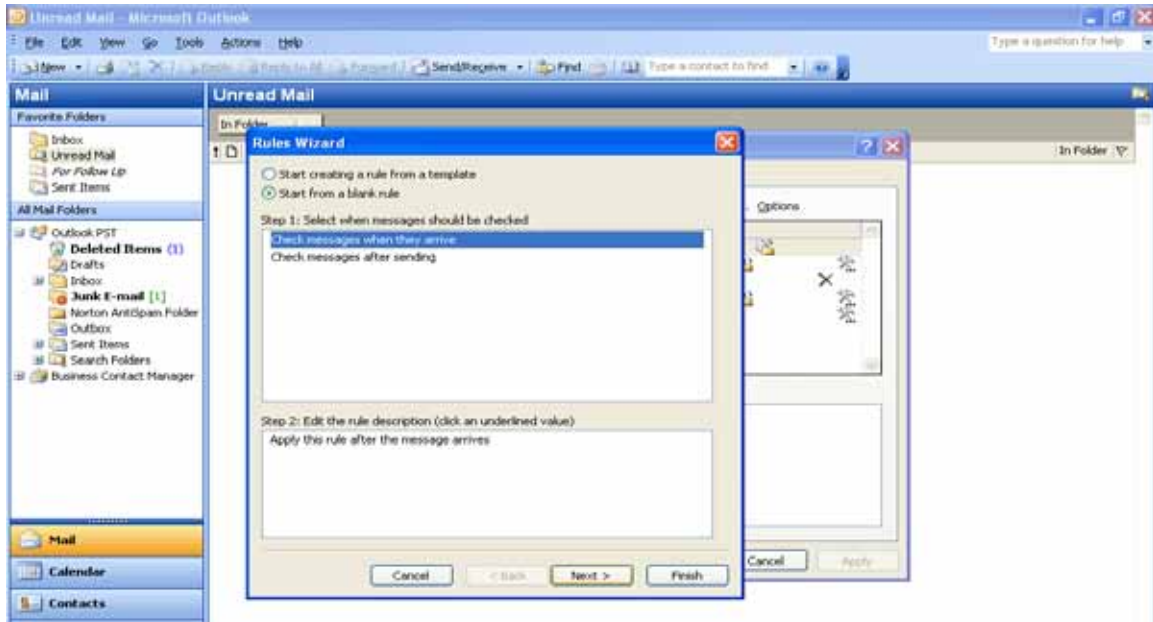
1. Open Microsoft Outlook.
2. Select Tools > Rules and Alerts:



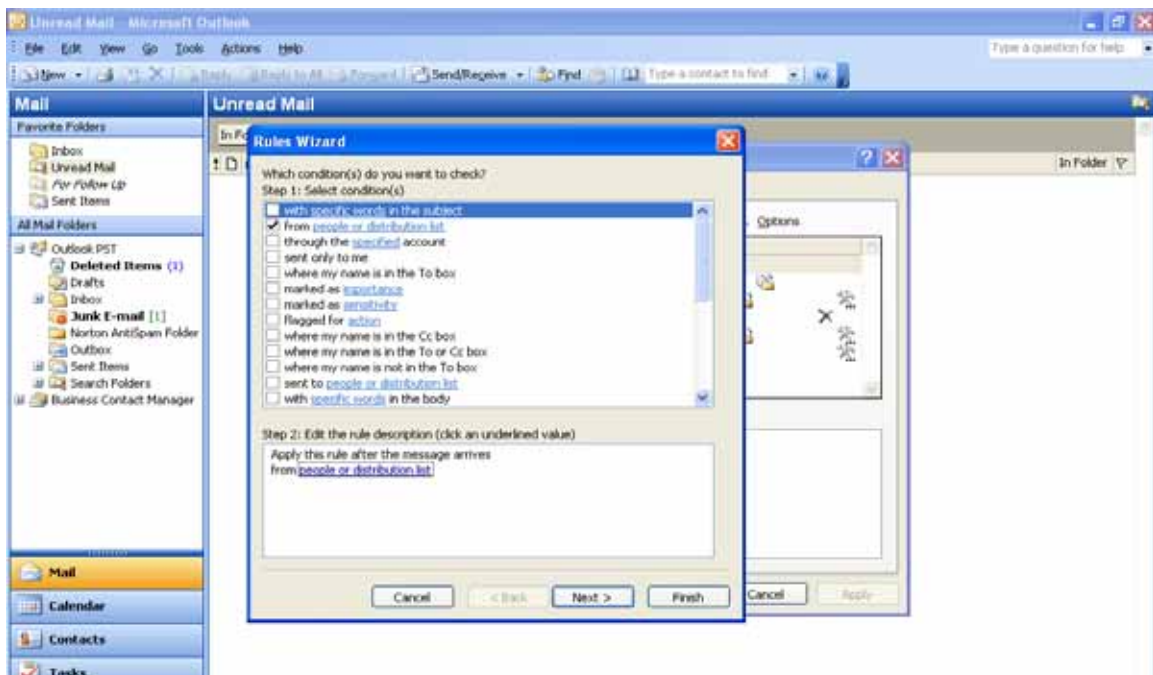
3. Select the 'Email Rules' tab, followed by the 'New Rule' button.
4. You may get the following 'Rules Wizard' window. If so, select the 'Start from a blank rule' option.



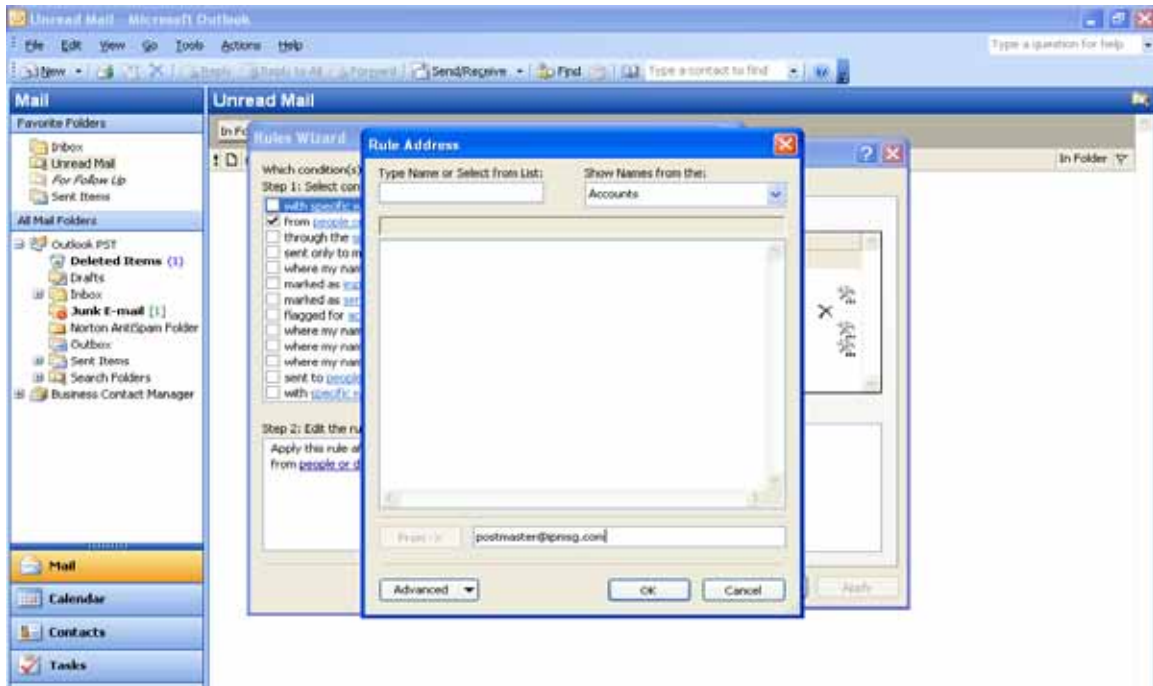
5. Ensure 'Check messages after they arrive' has been selected in both windows:



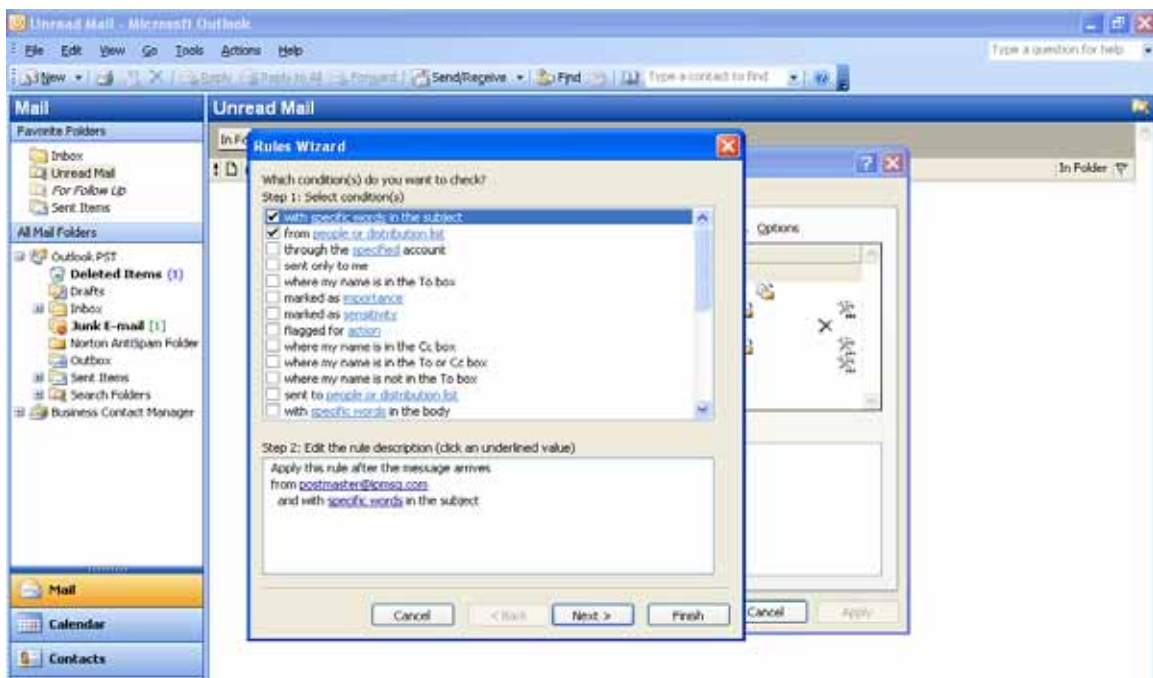
6. Select the 'from people or distribution list' option in the top window pane titled 'Step 1: Select condition(s)':



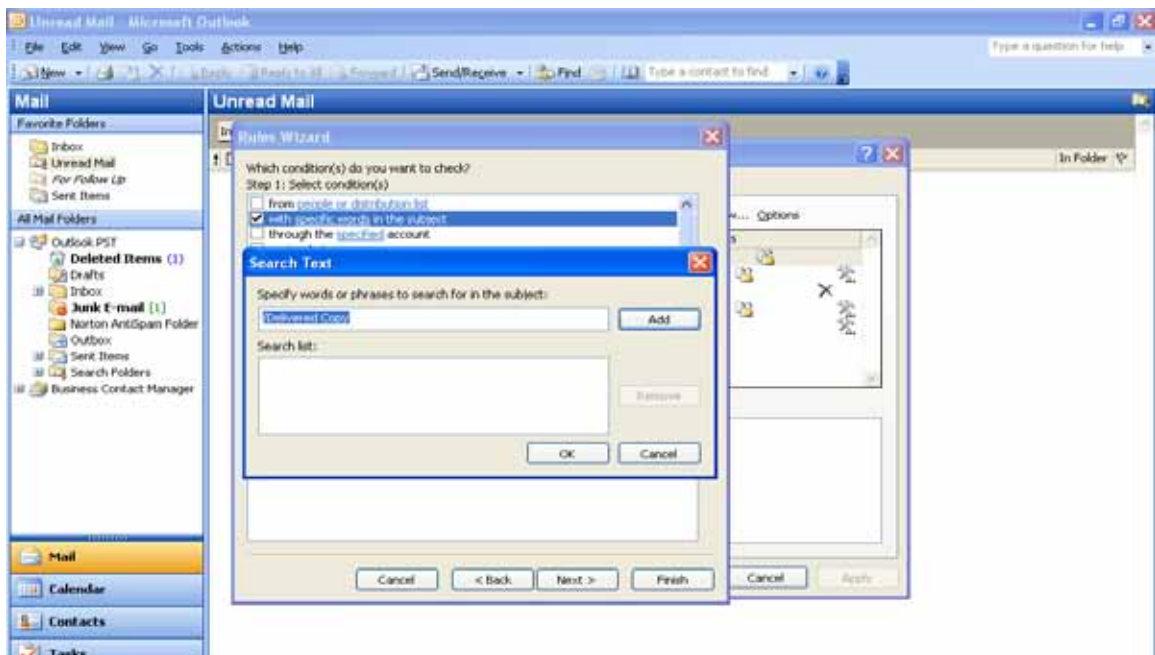
7. In the lower pane, (Step 2: Edit the rule description), left mouse click once on the underlined 'people or distribution list'. In the window that appears, type 'postmaster@ipmsg.com' in the 'From' field



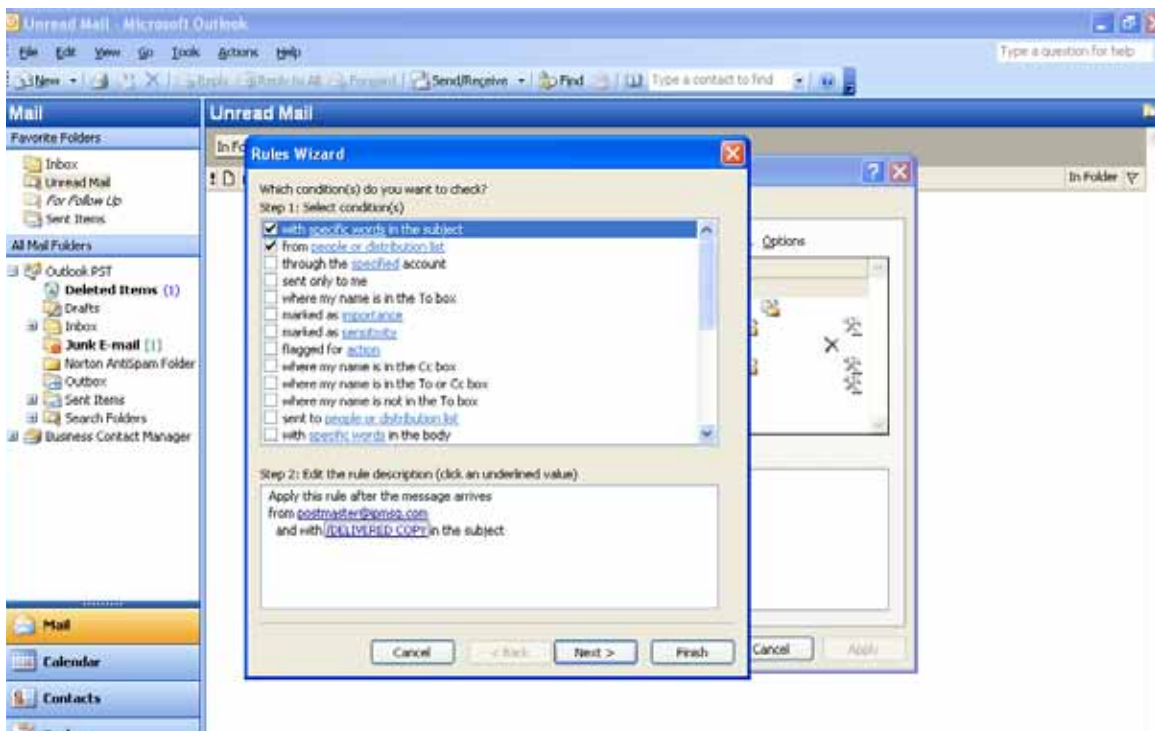
8. Select the 'with specific words in the subject' option in the top window pane titled 'Step 1: Select condition(s)':



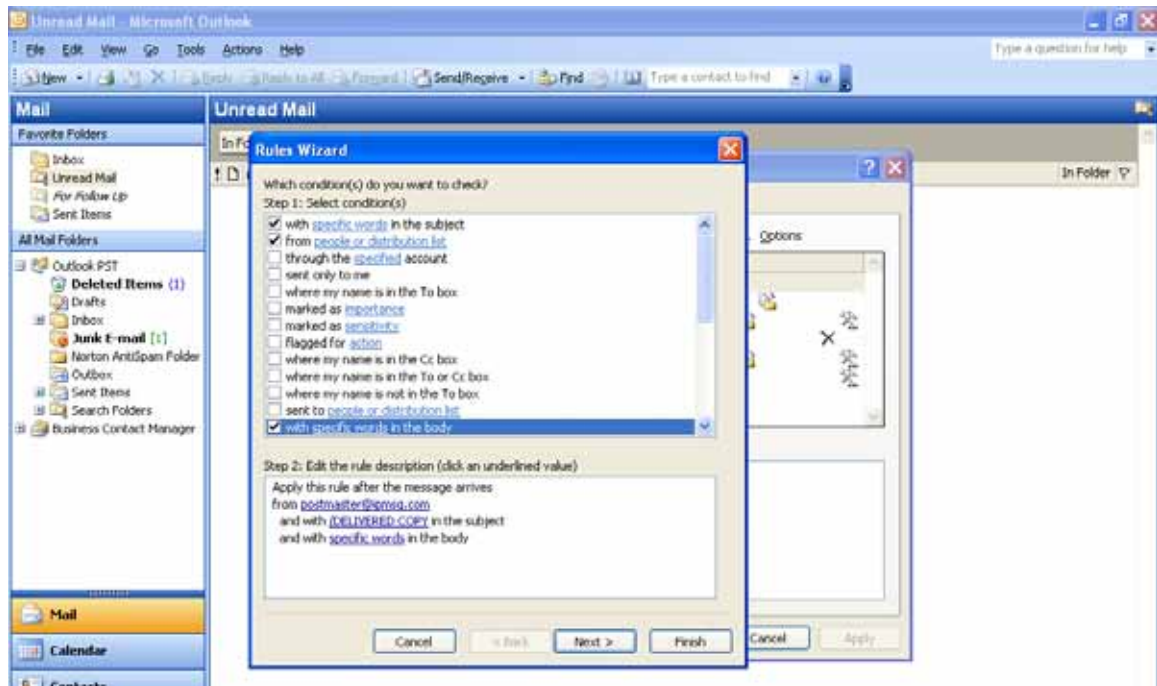
9. In the lower pane (Step 2: Edit the rule description), left mouse click once on the underlined 'specific words'. In the screen that appears, type in "/Delivered Copy" and select the 'Add' button:



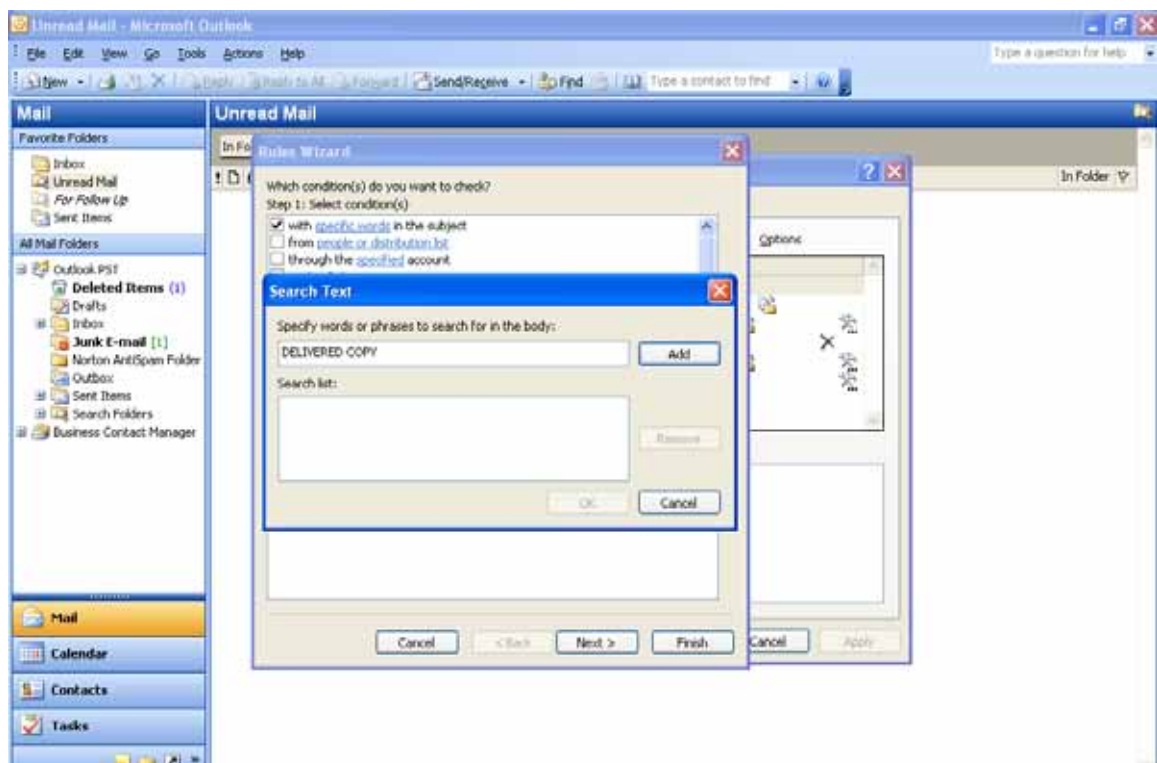
10. Select 'OK' when done and you should return to the wizard screen:



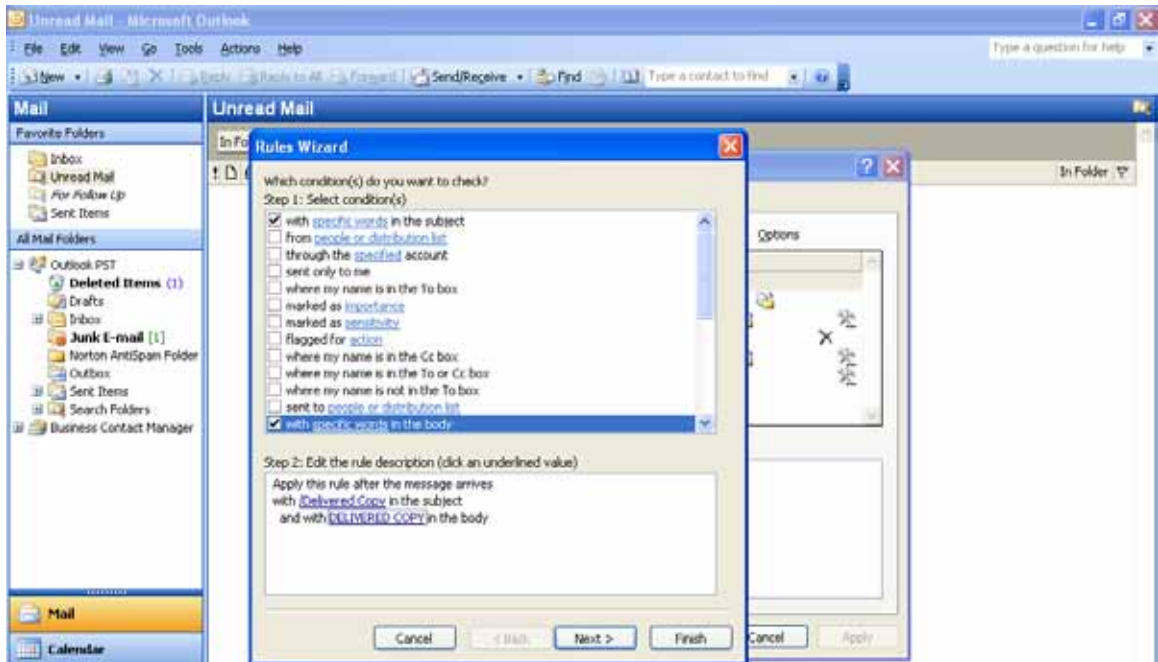
11. In the top window pane, now select 'with specific words in the body':



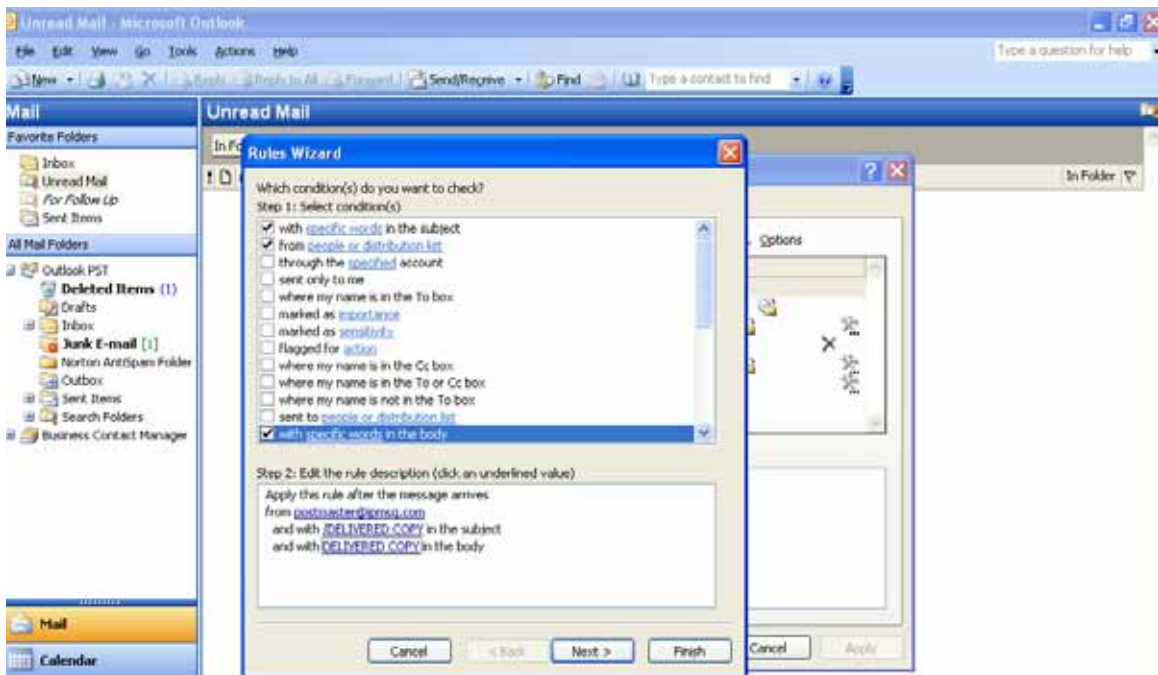
12. In the lower window pane, click on the underlined 'specific words'. In the window that appears, type 'DELIVERED COPY' and press the add button:



13. Select OK button and you should return to the wizard:

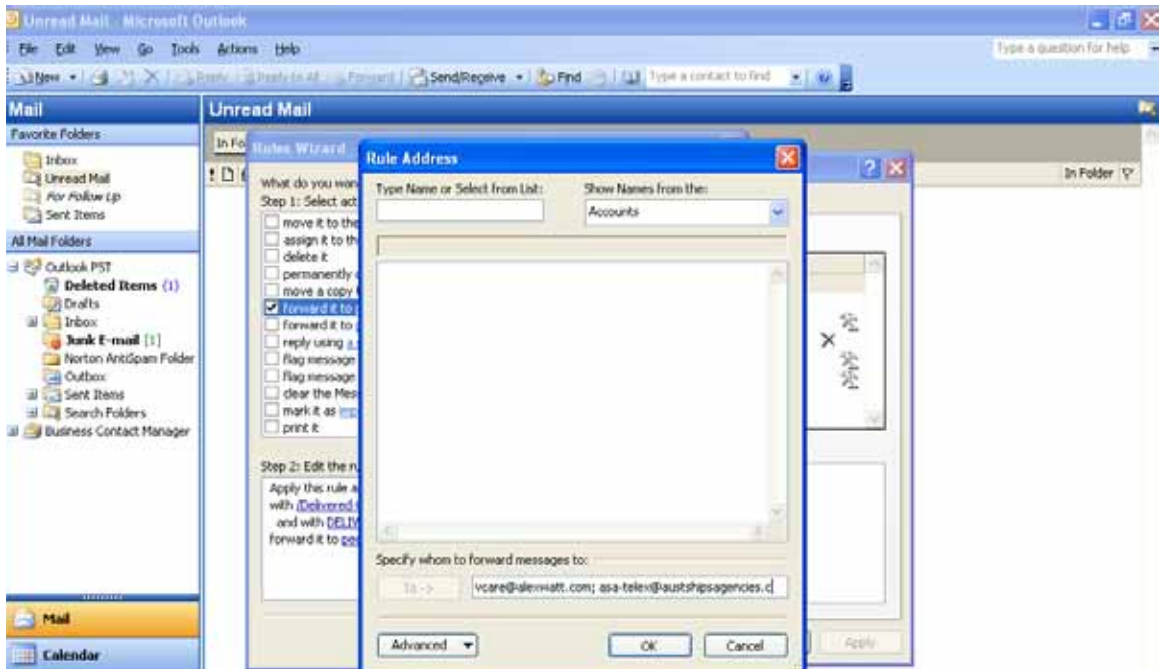


14. Click the 'Next' button and in the new window that appears, select the option 'forward it people or distribution list' from the upper pane 'Step 1: Select action(s). In the lower pane, click on the underlined 'people or distribution list':

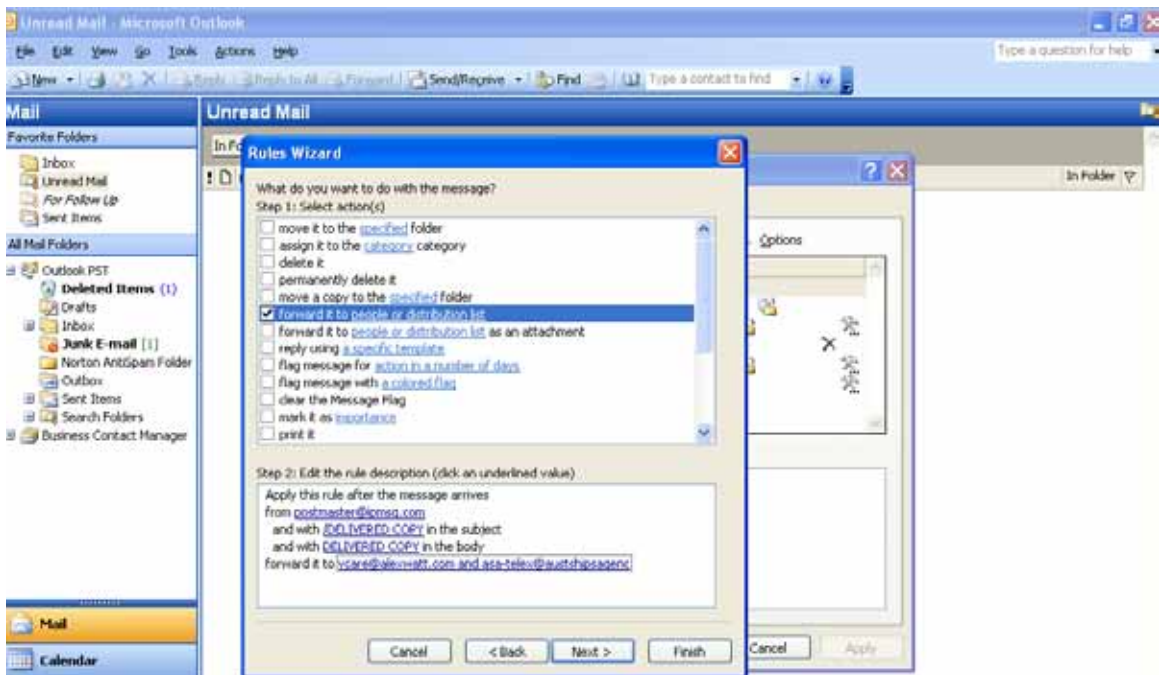




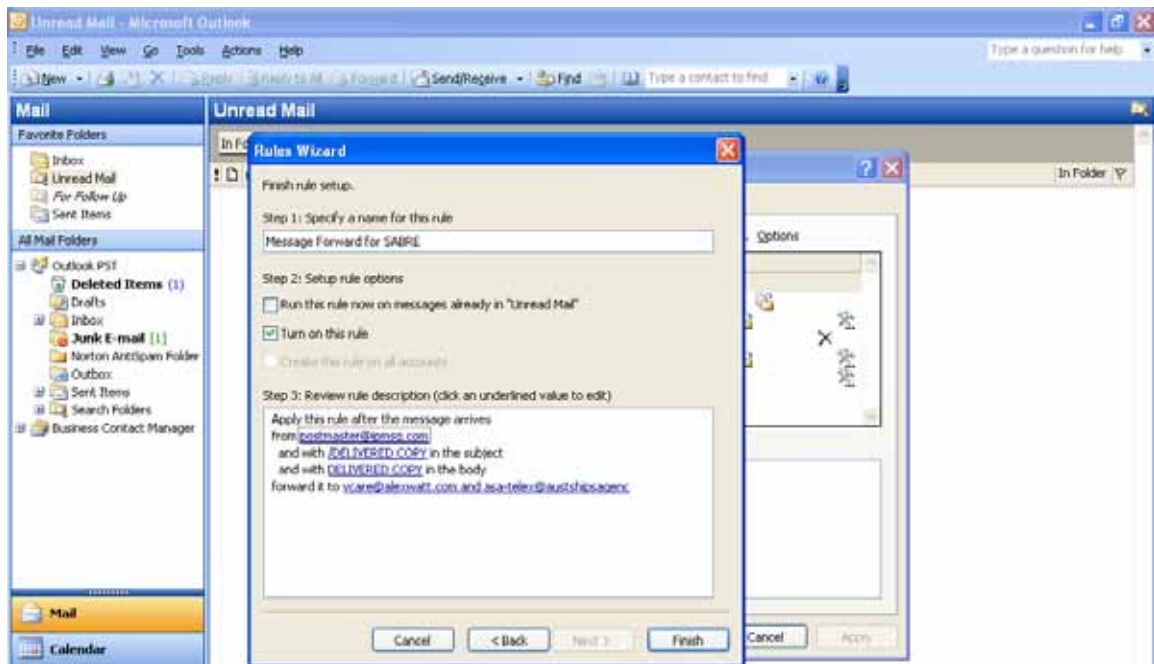
- In the new window that appears, type the email address or addresses that you wish to have the message forwarded to. This should be typed into the 'To>' field. Press OK when finished:



- The following screen will confirm your actions so far:



- Click the 'Next' button to take you to the Exceptions screen. As there are no exceptions, please click the 'Next' button again and final screen of the Rules Wizard should appear:



18. Type in a name for the rule (such as Message Forward for SABRE), select the 'Run this rule now for messages already in "Inbox" if you wish to have all messages that meet these rules conditions currently in the Inbox forwarded, and ensure the 'Turn on this rule' is selected.
19. Press 'Finish', followed by 'OK'. The rule is now turned on and should forward all messages



The logo for STRACOM features the word "STRACOM" in a white, uppercase, sans-serif font. Above the letter "A" are three horizontal, curved lines of increasing length from left to right, resembling a Wi-Fi signal icon. The entire logo is centered at the bottom of a solid blue background.

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