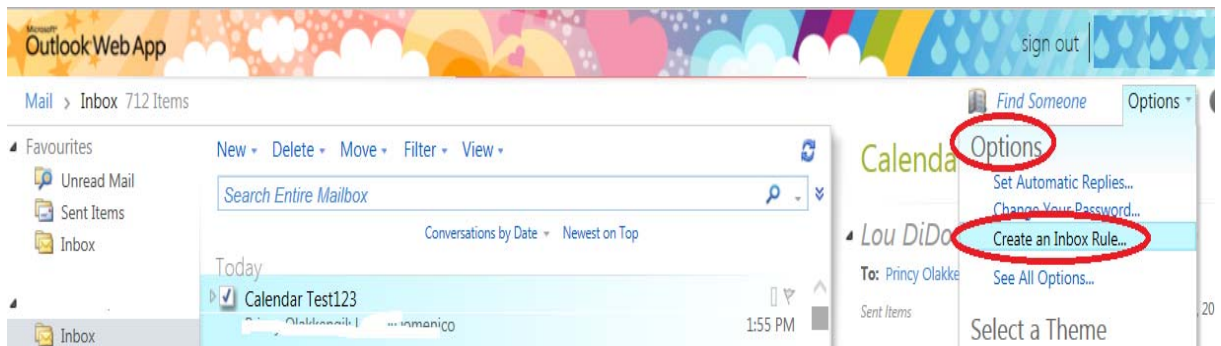
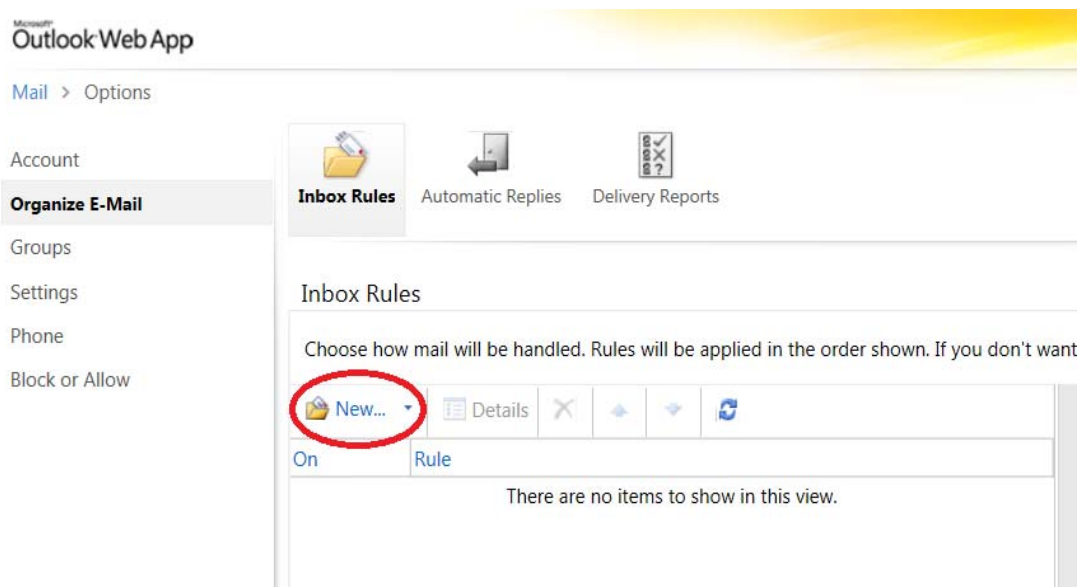


## How to Setup a Rule in MacMail

1. Login to the Outlook Web Mail (<https://webmail.mcmaster.ca>)
2. Select **“Options and Create an Inbox Rule...”**

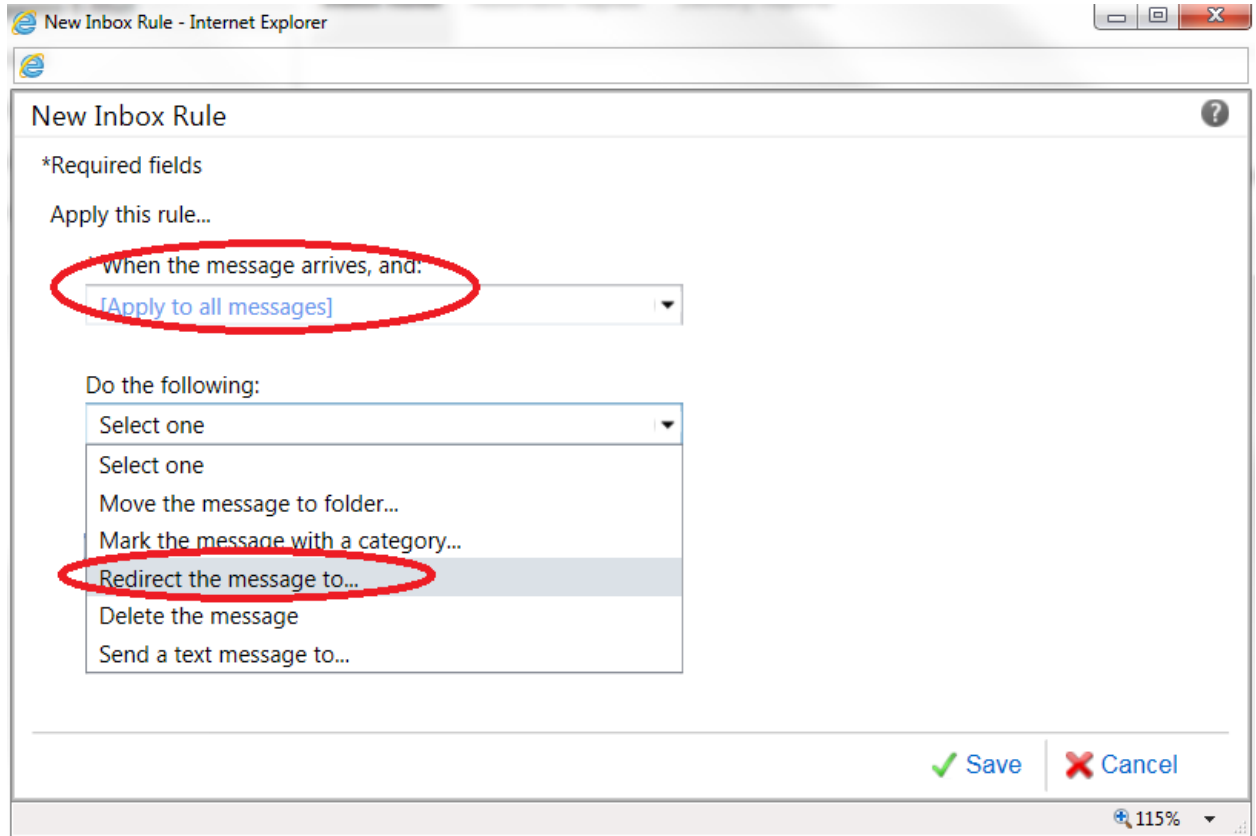


3. Click **“New”**



4. Select **“Apply to all messages”**

5. To redirect incoming emails, select **“Redirect the message to...”**
6. Create the email that you want the messages redirected to or select the contact.



7. Finally click **“Save”**