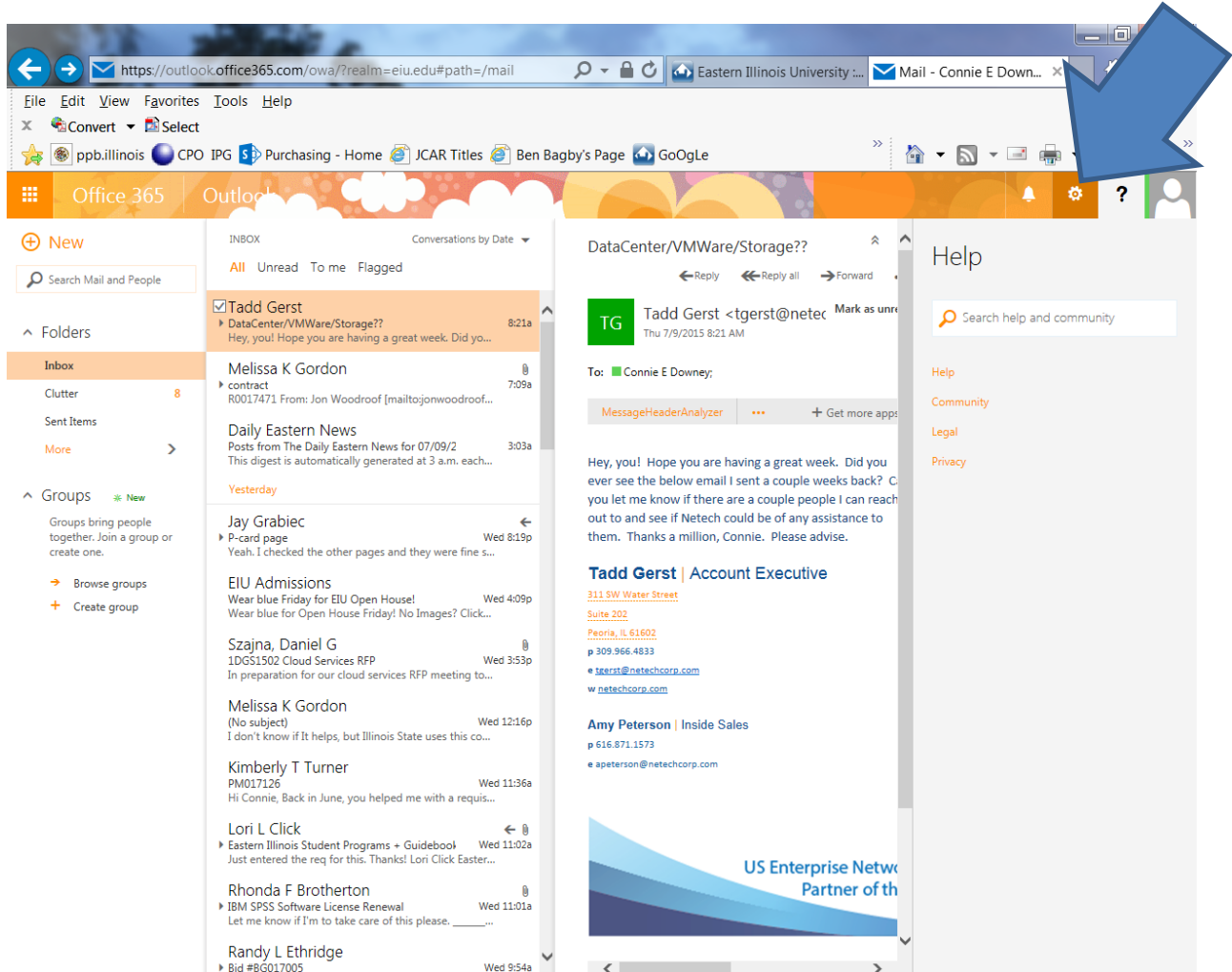


Log into Panthermail through browser (in these examples I am using Internet Explorer, but other browsers should work the same.)

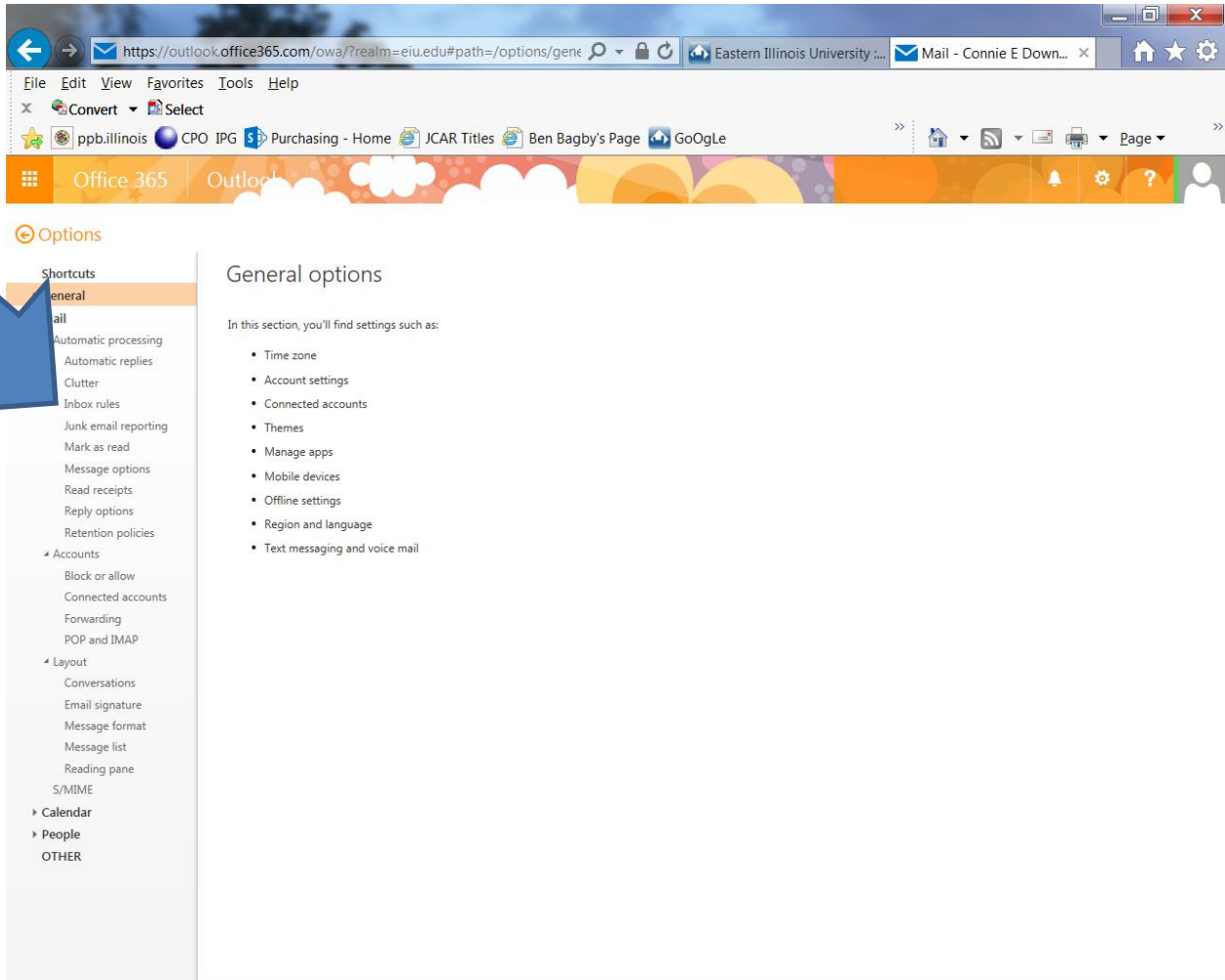
Click the Settings icon.



Click OPTIONS.

The screenshot shows the Outlook Office 365 web interface. The browser address bar displays <https://outlook.office365.com/owa/?realm=eiu.edu#path=/mail>. The interface includes a navigation pane on the left with sections for 'New', 'Folders' (Inbox, Clutter, Sent Items), and 'Groups'. The main content area shows an email list in the 'INBOX' with the top email selected: 'DataCenter/VMWare/Storage??' from Tadd Gerst. The right-hand pane displays the details of this email, including the sender's name and contact information, and a promotional banner for 'netech' as the 'US Enterprise Networking Partner of the Year'. A settings menu is open on the right side of the email pane, listing options such as 'Office 365 settings', 'Mail settings', 'Refresh', 'Automatic replies', 'Display settings', 'Manage apps', 'Offline settings', 'Change theme', 'Options', and 'Feedback'. A large blue arrow points to the 'Options' button in this menu.

The following menu options appear. Select INBOX Rules.



The screenshot shows a web browser window displaying the Outlook Options page. The browser's address bar shows the URL: <https://outlook.office365.com/owa/?realm=eiu.edu#path=/options/gene>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows the current page title: "Eastern Illinois University... Mail - Connie E Down...".

The Outlook interface is visible, with the "Options" menu open. The "Inbox rules" option is highlighted by a large blue arrow. The "General options" section is also visible, containing the following settings:

- Time zone
- Account settings
- Connected accounts
- Themes
- Manage apps
- Mobile devices
- Offline settings
- Region and language
- Text messaging and voice mail

Click the + button to add a new rule.

The screenshot shows the Outlook Options window, specifically the Mail section. The left sidebar lists various options, with 'Inbox rules' selected. The main area displays a table of rules. A blue arrow points to the '+' button in the table's header row, which is used to add a new rule.

On	Name
<input checked="" type="checkbox"/>	Purchase Orders Requisitions

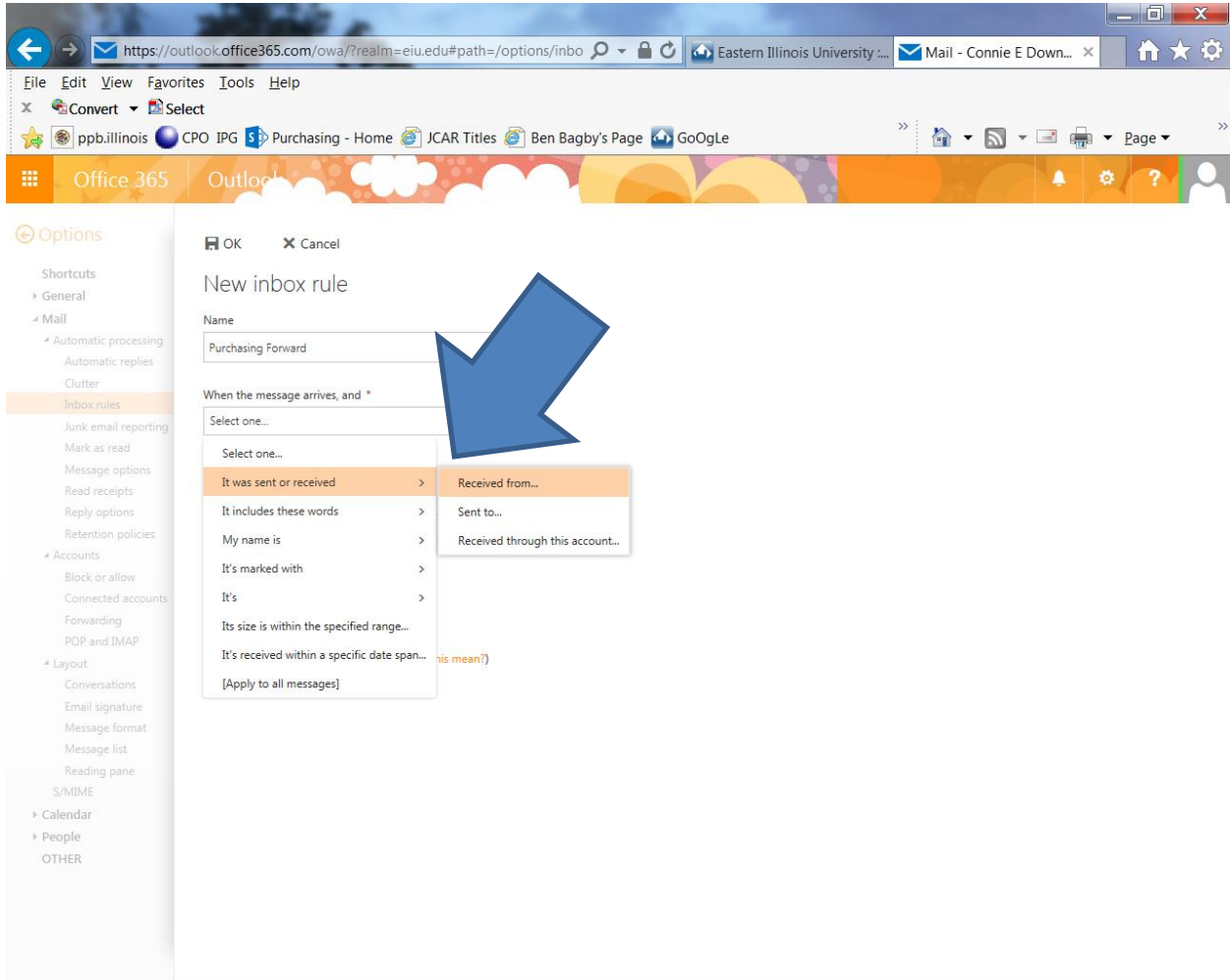
Rule: Purchase Orders Requisitions
After the message arrives and...
the message was received from 'EIU Purchase'

Do the following...
move the message to folder 'A purchase order'
And stop processing more rules on this message

This rule is: On

Name your New Inbox Rule; you can name this anything you like. I used Purchasing Forward.

Select RECEIVED FROM



In the shaded box, type purchase@eiu.edu and click the magnifying glass.

The screenshot shows the Outlook Options dialog box with the 'Inbox rules' section selected. A search box at the top of the user list contains the text 'purchase@eiu.edu' and a magnifying glass icon. Below the search box, a list of users is displayed under the heading 'ALL USERS' and 'BY DISPLAY NAME'. The first user, 'A A Oseguera', is highlighted in orange. To the right of the user list, a contact card for 'A A Oseguera' is shown, including the email address 'aaoseguera@eiu.edu' and the job title 'Annuitant'.

ALL USERS	BY DISPLAY NAME
	A A Oseguera +
	A D Davis +
	Aagiyah F Miller +
	Aaliya M Jarach +
	Aaliyah A Lewis-McCollum +
	Aaliyah A Stephen +
	Aaliyah C Gibbs +
	Aaliyah D Moffett +
	Aaliyah F Thompson +
	Aaliyah H Winters +
	Aaliyah N Morgan +
	Aaliyah O King +

Contact Notes Organization Groups

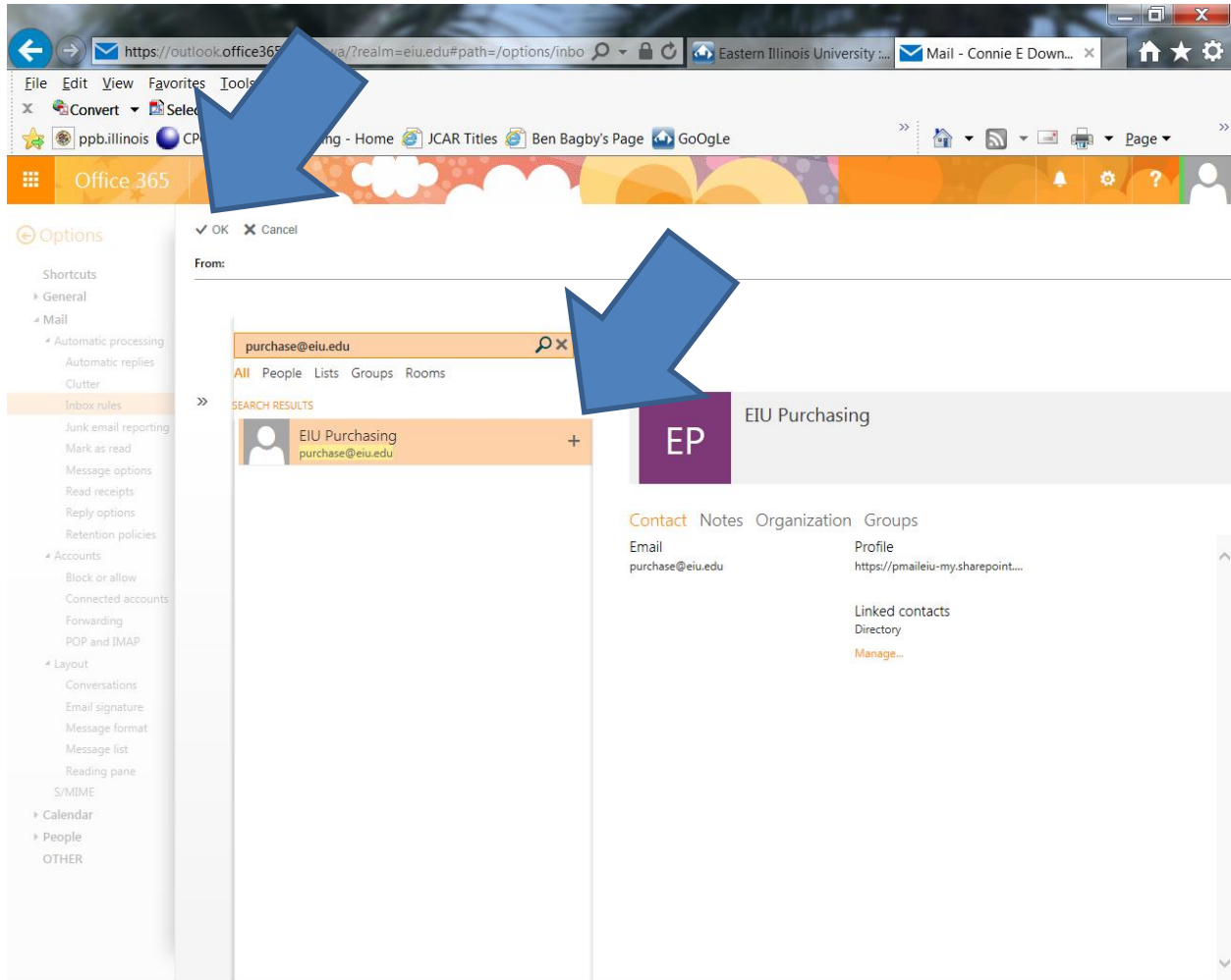
Email: aaoseguera@eiu.edu
Profile: https://pmaileiu-my.sharepoint...

Work
Job title: Annuitant
Directory

Linked contacts
Directory
[Manage...](#)

It will show you the EIU Purchasing account.

You must double click the SEARCH RESULTS and click OK.



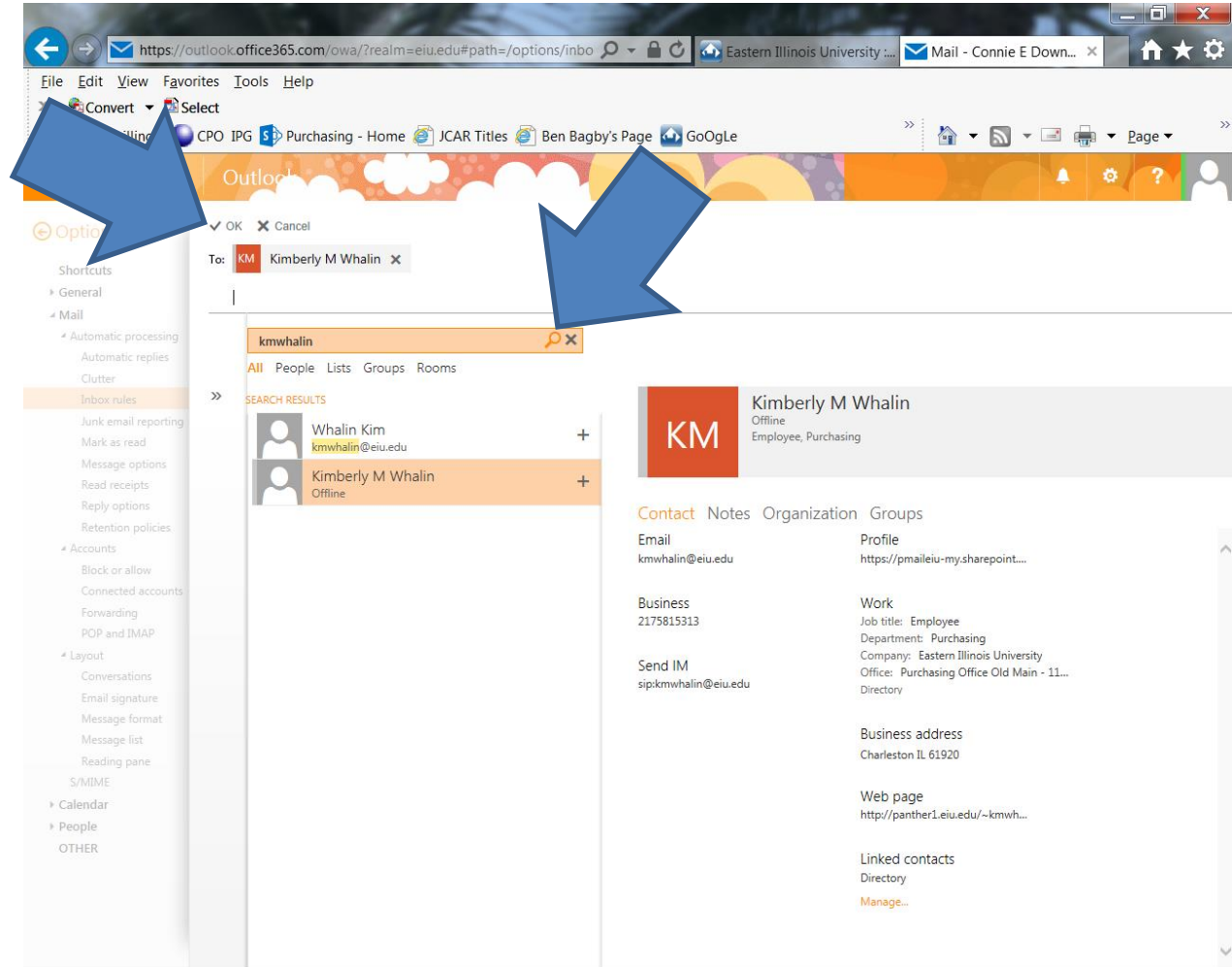
Select FORWARD THE MESSAGE TO:

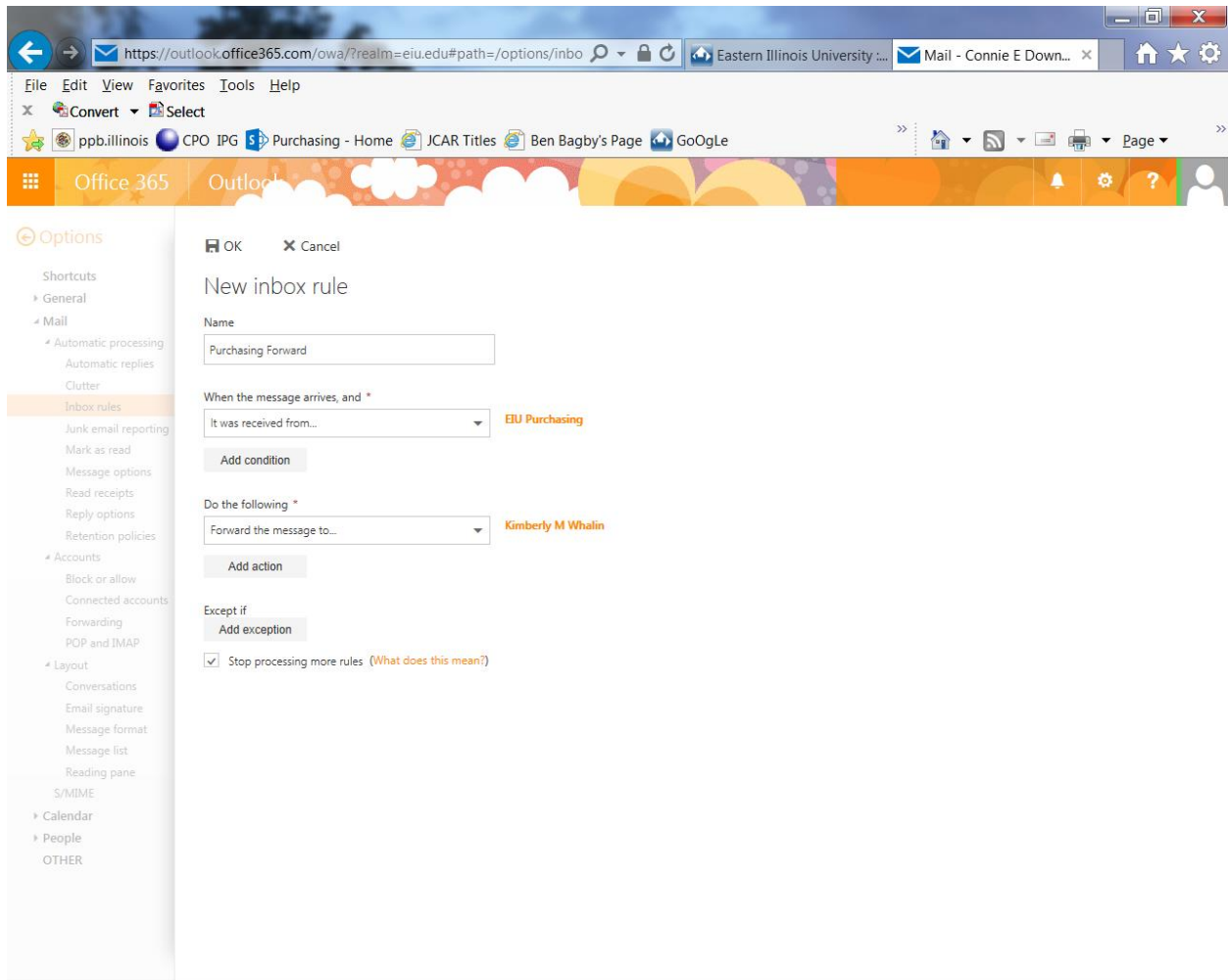
The screenshot shows a web browser window displaying the Outlook interface. The address bar shows the URL: <https://outlook.office365.com/owa/?realm=eiu.edu#path=/options/inbo>. The browser tabs include "Eastern Illinois University..." and "Mail - Connie E Down...". The Outlook navigation pane on the left is open to "Options" > "Mail" > "Inbox rules". The main pane shows the "New inbox rule" dialog box with the following details:

- Name:** Purchasing Forward
- When the message arrives, and *:** It was received from... (with "EIU Purchasing" listed as the sender)
- Do the following *:** A dropdown menu is open, showing the following options:
 - Select one...
 - Move, copy, or delete >
 - Mark the message >
 - Forward, redirect, or send >
 - Redirect the message to...
 - Forward the message to...** (highlighted in orange)
 - Forward the message as an attachment to...
 - Send a text message to...

A large blue arrow points from the right side of the dialog box towards the "Forward the message to..." option in the dropdown menu.

Enter the user ID for the person you wish to forward to. Click the magnifying glass to locate the person. You will again need to double click the name and OK.





When completed click the OK Button in the upper left hand corner.

You may add other conditions and exceptions if you wish.