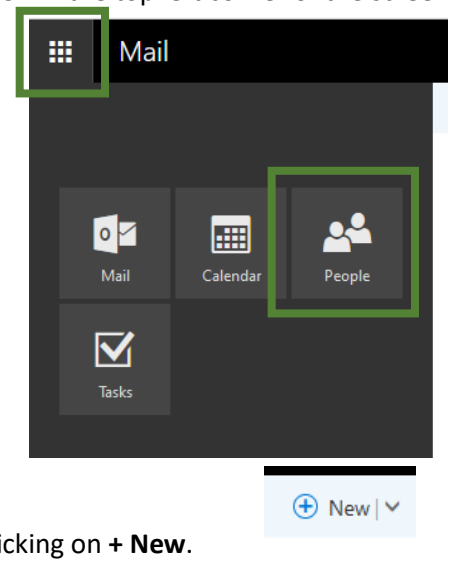
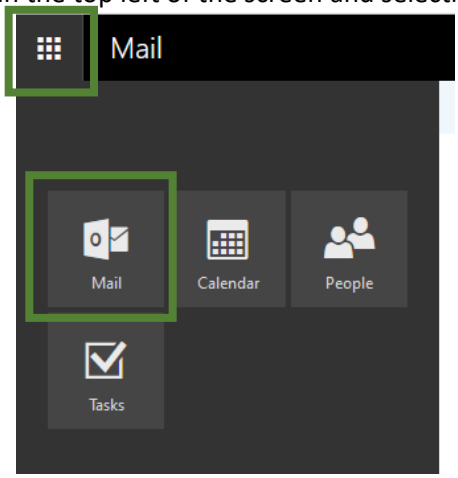
Redirecting SMC & MIDD Email from Outlook to Google

(For SMC Email)

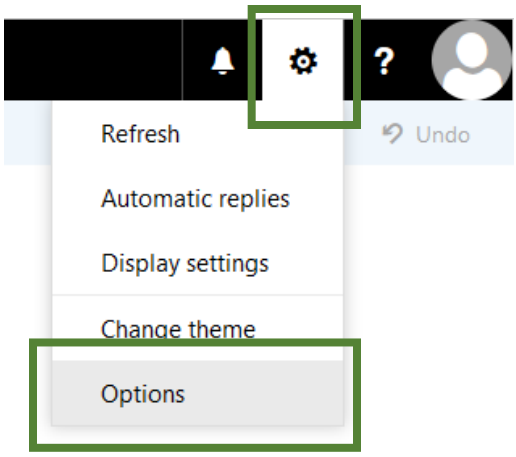
1. Navigate to Outlook and sign-in with your SMC email credentials.
2. Once your inbox has opened in Outlook, you will need to first add your GMHEC email address as a new contact.
3. Click on the **applications icon** in the top left corner of the screen. Then click **People.**



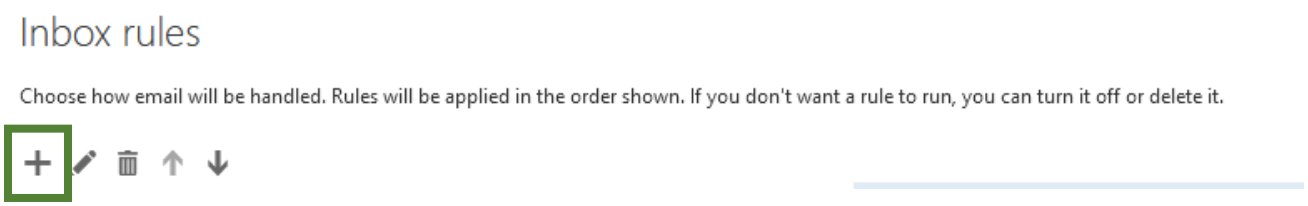
4. Create a new contact by clicking on **+ New**.
5. On the **Add contact** screen, enter your first and last name and your GMHEC email address. Once that is completed, select **Save.**
6. After creating yourself as a contact, you will want to return to your inbox. You can do this by clicking on the **applications icon** again in the top left of the screen and selecting **Mail.**



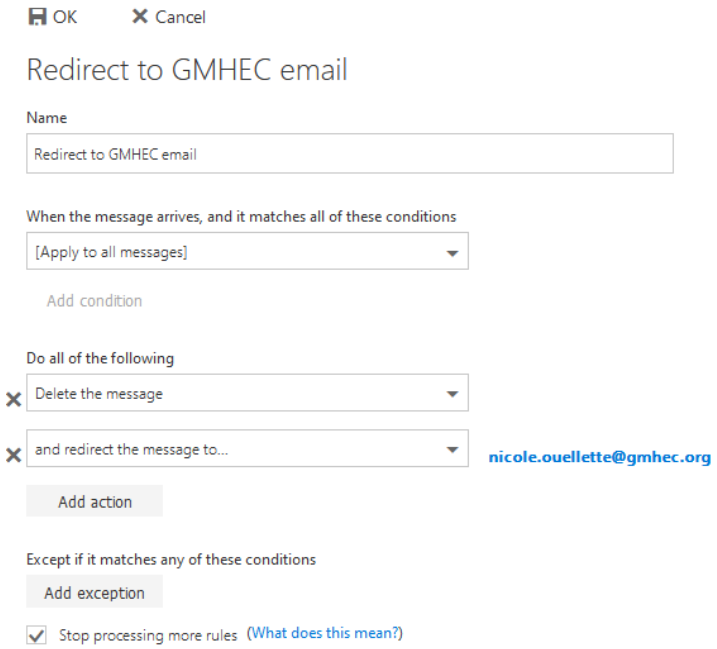
7. Once your inbox has opened in Outlook, click on the settings icon in the top right corner of the mailbox. Then click **Options.**



8. From the options on the side menu, select **Inbox and sweep rules**.
9. On the **Inbox rules** screen, you will want to add a new rule by clicking on the **+**.



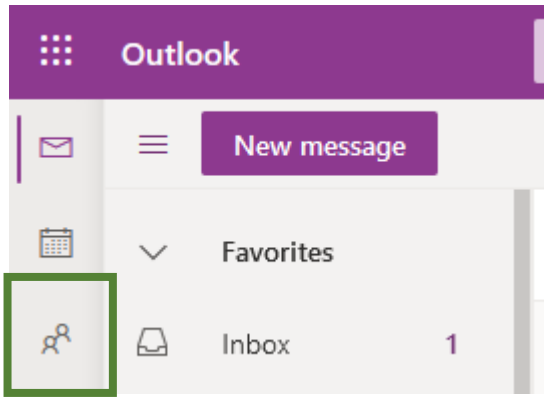
10. For the **New inbox rule**:
    a. Name: **Redirect to GMHEC email**
    b. When the message arrives, and it matches all of these conditions: **Apply to all messages**
    c. Do all of the following:
        i. Move, copy, or delete > **Delete the message**
        ii. Forward, redirect, or send > **And redirect the message to…** and then enter your GMHEC email that you just created as a contact

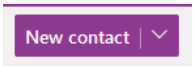


11. Once your new rule has been created, click **OK** to save the rule you just added.

(For MIDD Email)

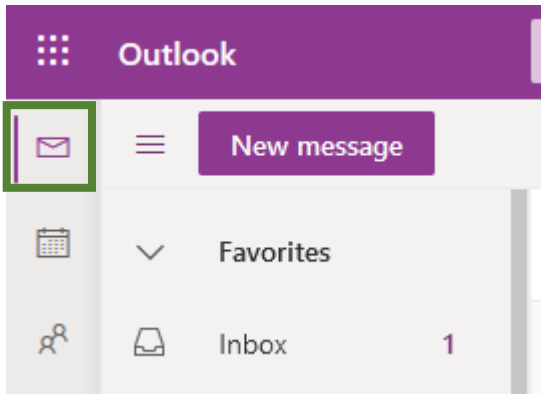
1. Navigate to Outlook and sign-in with your MIDD email credentials.
2. Once your inbox has opened in Outlook, you will need to first add your GMHEC email address as a new contact.
3. Click on the **People** icon on the left-hand side of your screen.



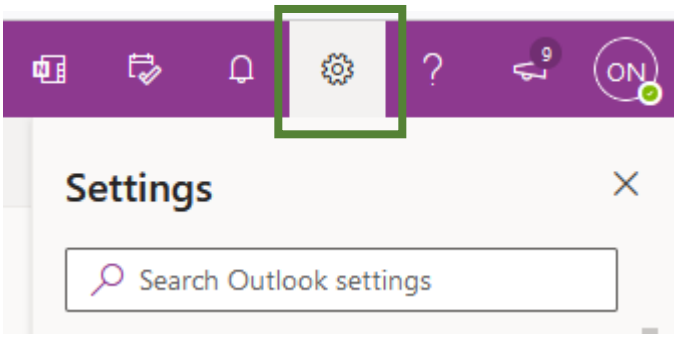
4. Create a new contact by clicking on the **New contact** button. 

5. On the **New contact** screen, enter your first and last name and your GMHEC email address. Once that is completed, select **Create.**

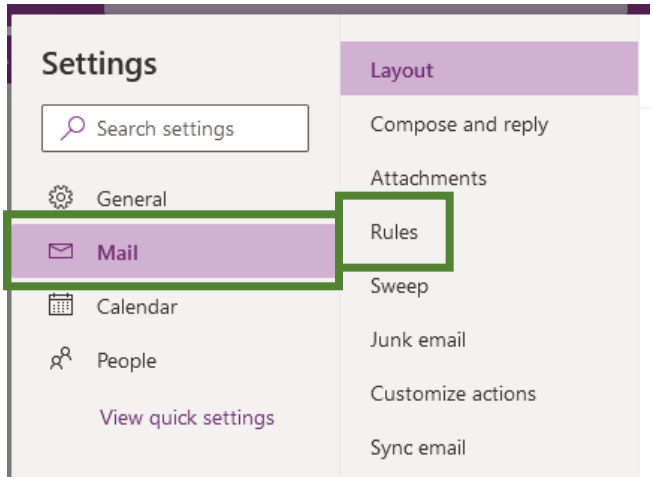
6. After creating yourself as a contact, you will want to return to your inbox. You can do this by clicking on the **Mail icon** on the left-hand side of the screen,



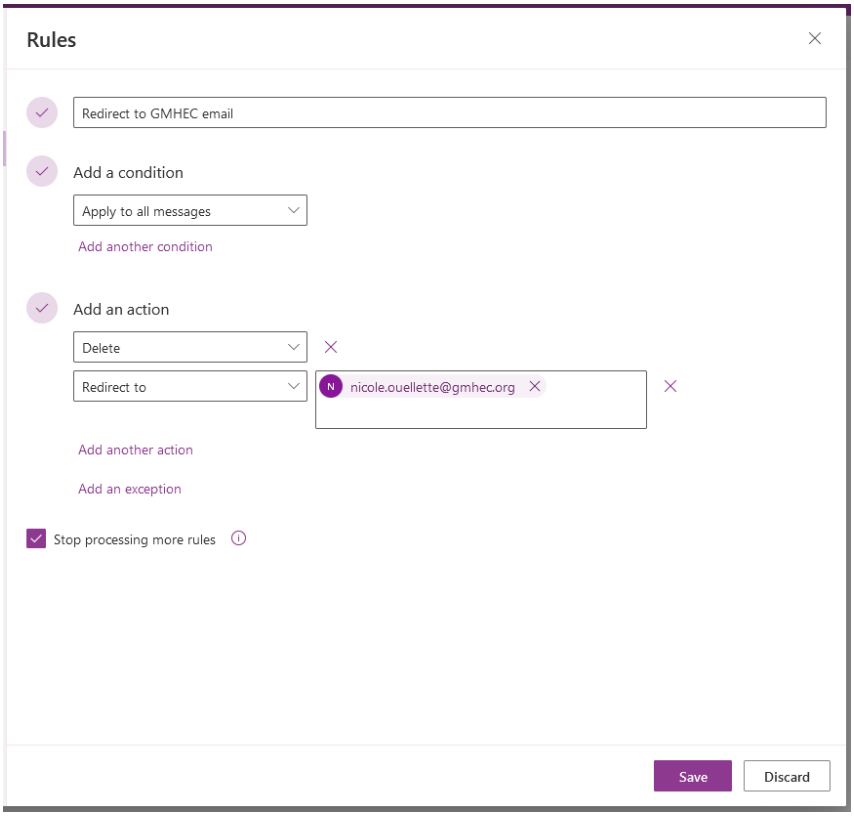
7. Once your inbox has opened in Outlook, click on the settings icon in the top right corner of the mailbox. Then click **View all Outlook settings.**



8. With the **Mail** tab selected, choose **Rules** from the options.



9. On the **Rules** screen, you will want to create a new rule by clicking on **+ Add new rule**.
10. For the new rule:
    a. Name: **Redirect to GMHEC email**
    b. Add a condition: **Apply to all messages**
    c. Add an action: **Delete**
        i. Click on **Add another action** and select **Redirect to** and enter your GMHEC email that you just created as a contact



11. Once the new rule has been created, select **Save.**