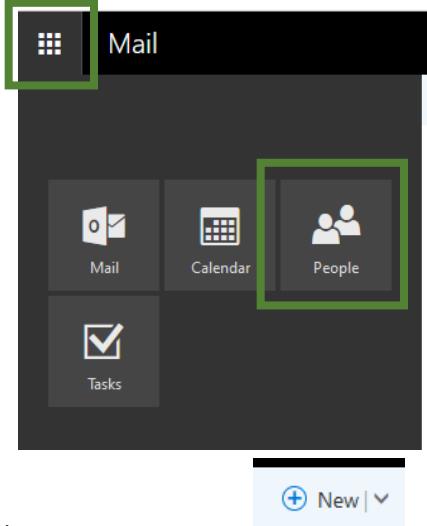




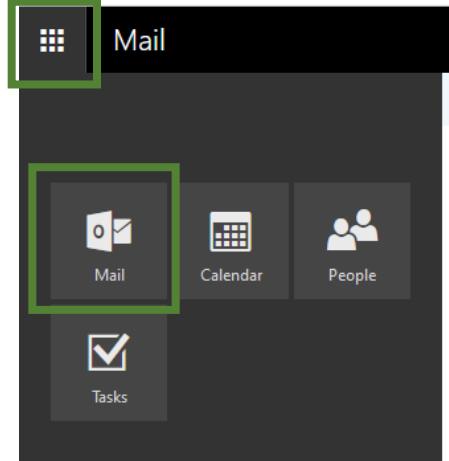
Redirecting SMC & MIDD Email from Outlook to Google

(For SMC Email)

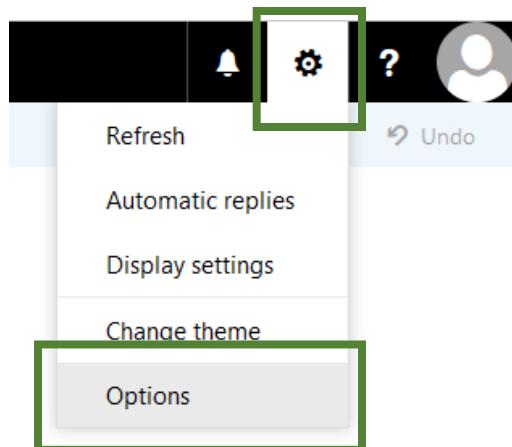
1. Navigate to [Outlook](#) and sign-in with your SMC email credentials.
2. Once your inbox has opened in Outlook, you will need to first add your GMHEC email address as a new contact.
3. Click on the **applications icon** in the top left corner of the screen. Then click **People**.



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 **+**.

Inbox rules

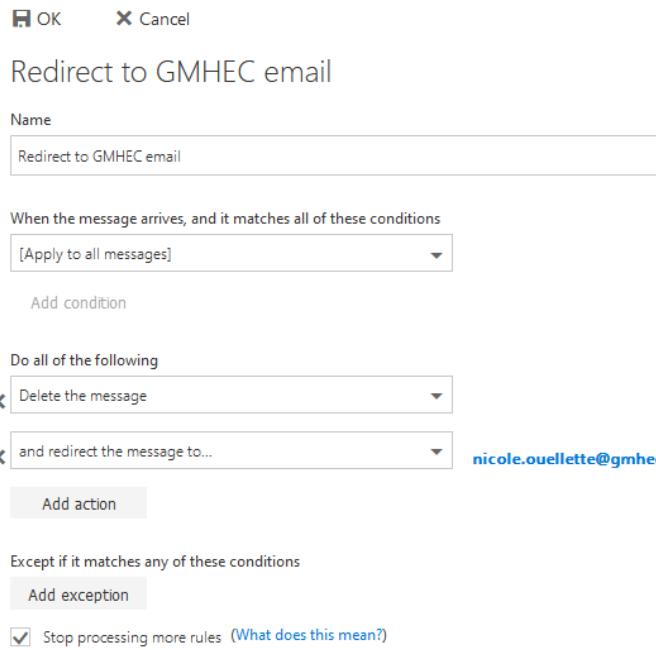
Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.



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



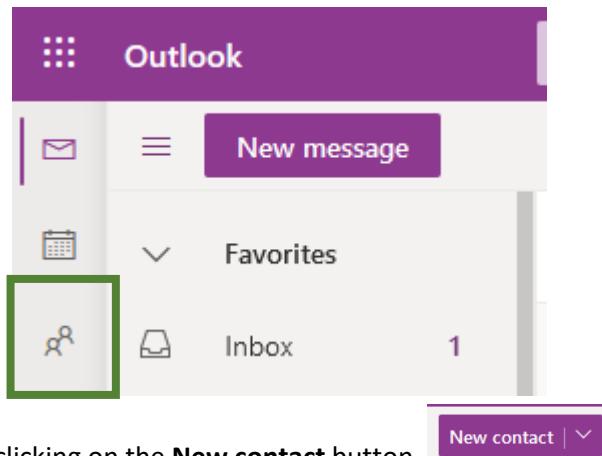
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11. Once your new rule has been created, click **OK** to save the rule you just added.

(For MIDD Email)

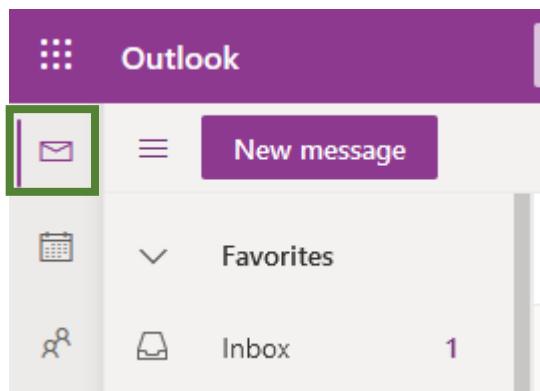
1. Navigate to [Outlook](#) and sign-in with your MIDD email credentials.
2. Once your inbox has opened in Outlook, you will need to first add your GMHEC email address as a new contact.
3. Click on the **People** icon on the left-hand side of your screen.



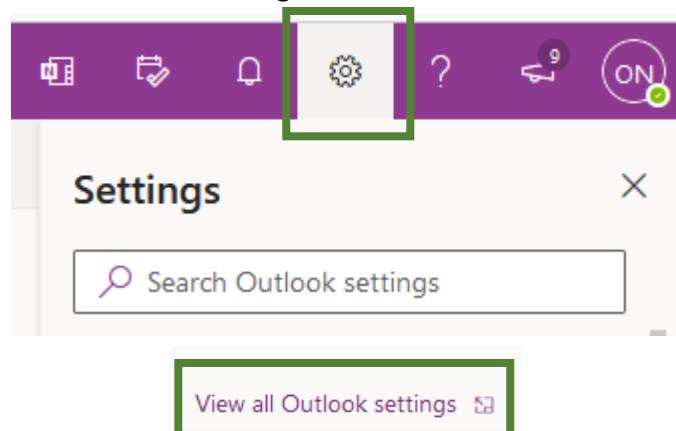
4. Create a new contact by clicking on the **New contact** button.
5. On the **New contact** screen, enter your first and last name and your GMHEC email address. Once that is completed, select **Create**.



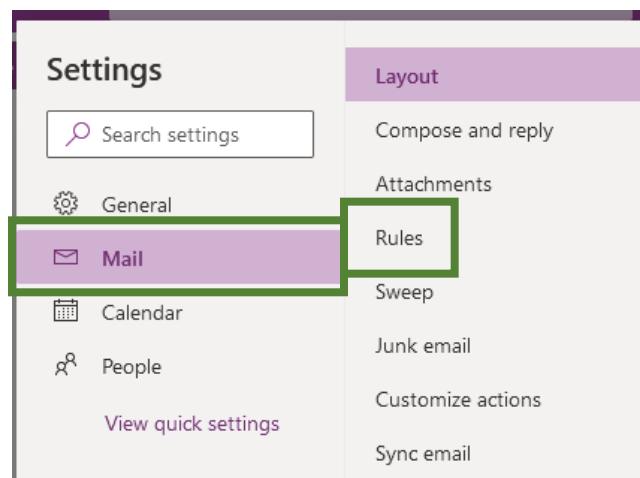
6. After creating yourself as a contact, you will want to return to your inbox. You can do this by clicking on the **Mail icon** on the left-hand side of the screen,



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

The screenshot shows the 'Rules' configuration interface. A single rule is defined:

- Condition:** Redirect to GMHEC email
- Condition Type:** Apply to all messages
- Action:** Delete
- Additional Action:** Redirect to (nicole.ouellette@gmhec.org)

Buttons at the bottom include 'Save' and 'Discard'.

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