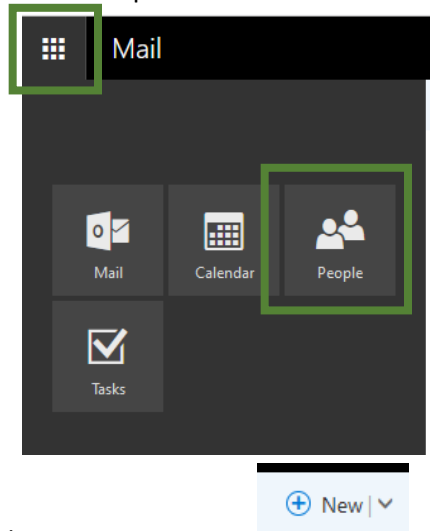


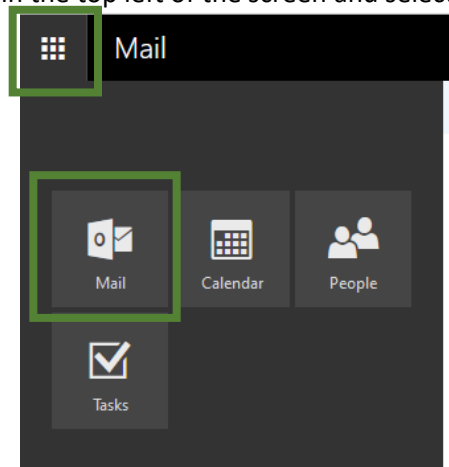
## Redirecting SMC & MIDD Email from Outlook to Google

*(For SMC Email)*

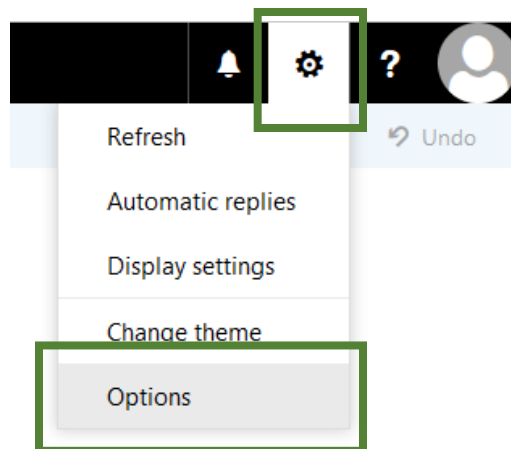
1. Navigate to [Outlook](#) and sign-in with your SMC email credentials.
2. Once your inbox has opened in Outlook, you will need to first add your GMHEC email address as a new contact.
3. Click on the **applications icon** in the top left corner of the screen. Then click **People**.



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



OK Cancel

### Redirect to GMHEC email

Name

Redirect to GMHEC email

When the message arrives, and it matches all of these conditions

[Apply to all messages]

Add condition

Do all of the following

Delete the message

and redirect the message to... [nicole.ouellette@gmhec.org](mailto:nicole.ouellette@gmhec.org)

Add action

Except if it matches any of these conditions

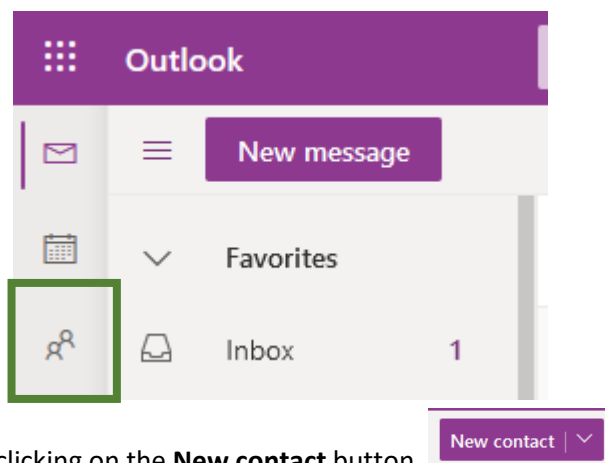
Add exception

☒ Stop processing more rules [\(What does this mean?\)](#)

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

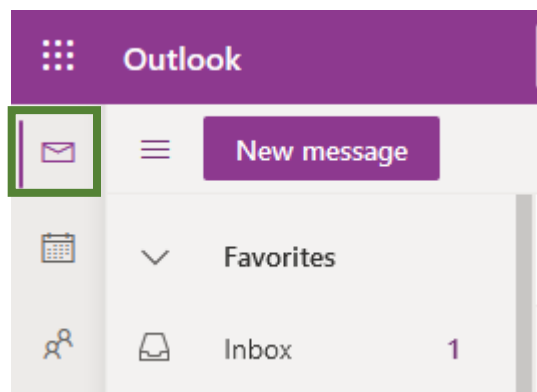
#### (For MIDD Email)

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.

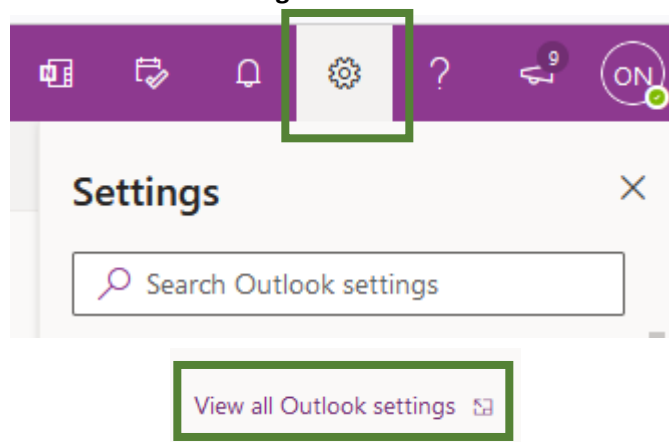


4. Create a new contact by clicking on the **New contact** button.
5. On the **New contact** screen, enter your first and last name and your GMHEC email address. Once that is completed, select **Create**.

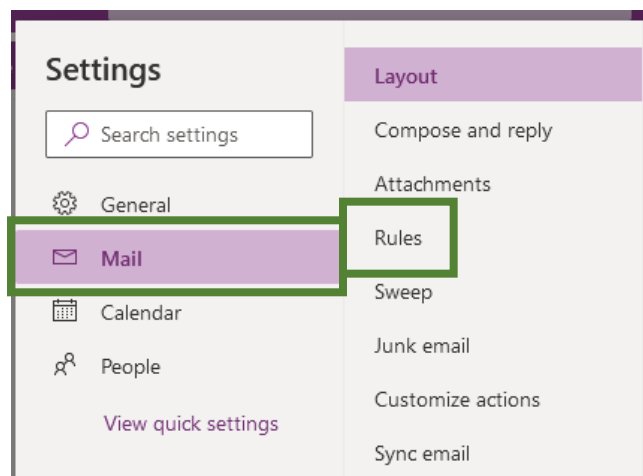
6. After creating yourself as a contact, you will want to return to your inbox. You can do this by clicking on the **Mail icon** on the left-hand side of the screen,



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

A screenshot of a web application's "Rules" configuration screen. The screen has a white background with a purple border. At the top left is the title "Rules" and a close button (X). Below the title are three sections, each with a purple checkmark icon:

- Redirect to GMHEC email**: A text input field containing the rule name.
- Add a condition**: A dropdown menu showing "Apply to all messages". Below it is a link "Add another condition".
- Add an action**: A dropdown menu showing "Delete". Below it is another dropdown menu showing "Redirect to". To the right of the "Redirect to" dropdown is a contact selection box containing a purple circle with a white "N" and the email "nicole.ouellet@gmhec.org". There are "X" icons to remove items. Below these are links "Add another action" and "Add an exception".

At the bottom left is a checkbox labeled "Stop processing more rules" with a help icon. At the bottom right are two buttons: "Save" (purple) and "Discard" (white).

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