Steps to Forward Travel Management Emails to Administrative Assistants for Review
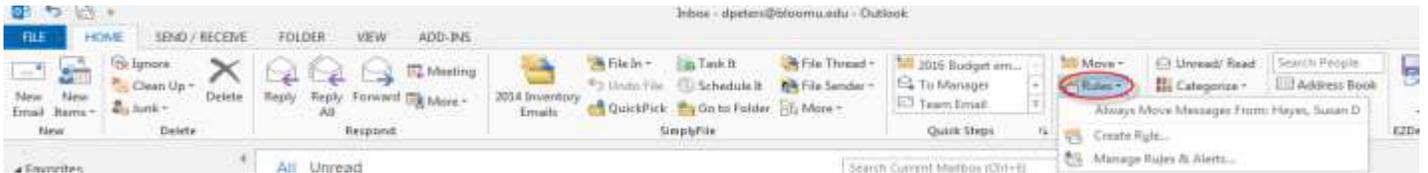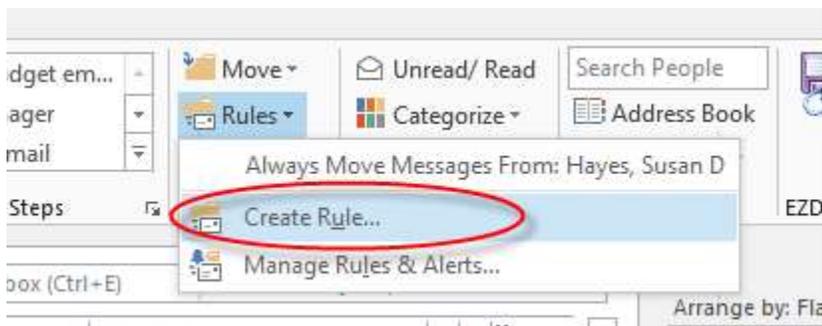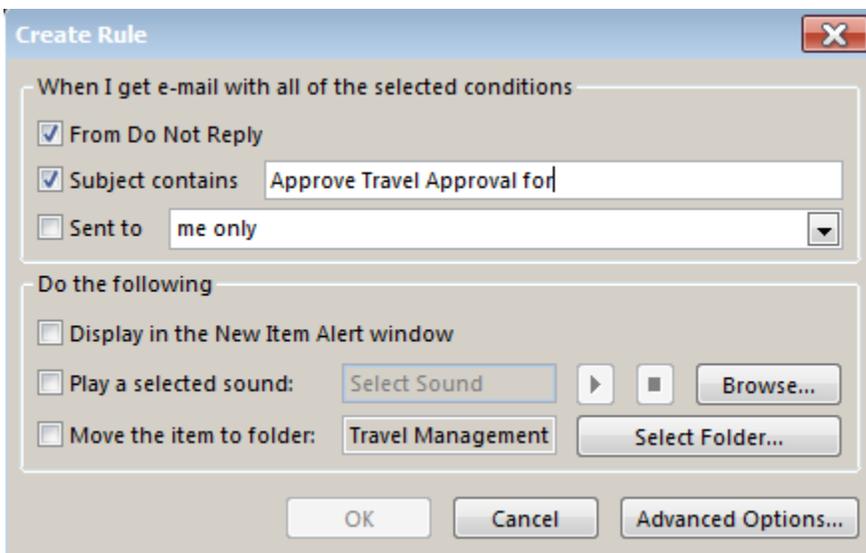
1. In Outlook click on one of the travel management emails you would like to forward, then Rules in the Move Ribbon:
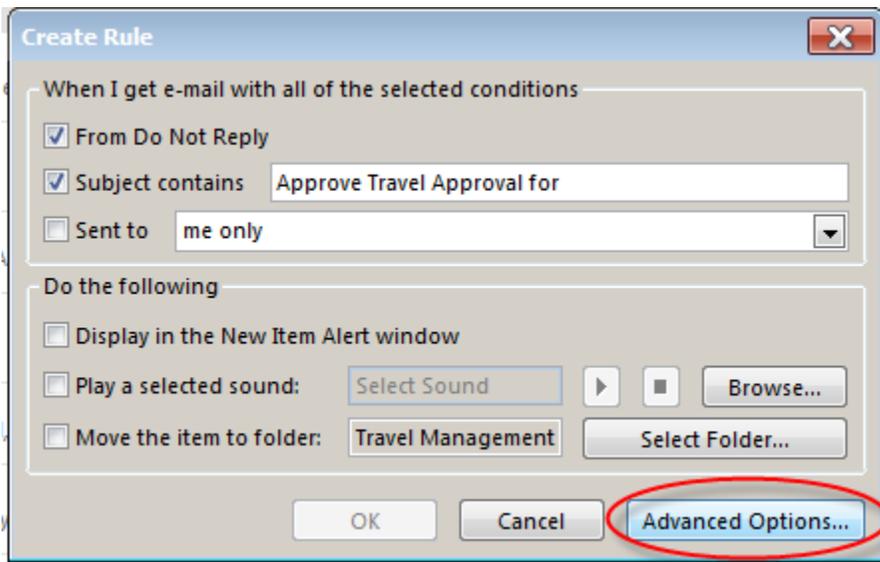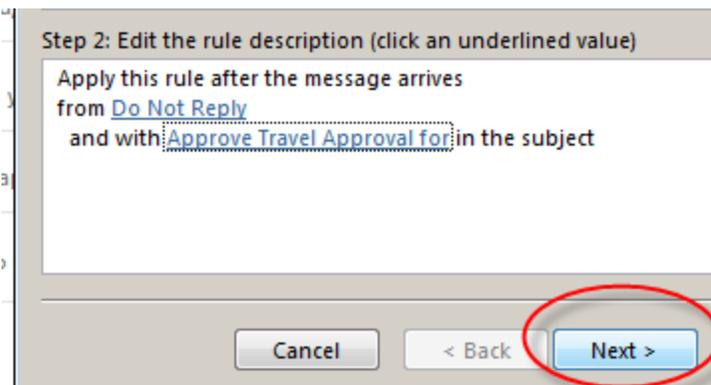

2. Select Create Rule:

3. Select From Do Not Reply, and select subject contains and type in Approve Travel Approval for

4. Select the Advanced Options:

5. Below step 2 select Next:

6. Select forward it to People or public group. In step 2 click on people or public group:

Rules Wizard

What do you want to do with the message?
Step 1: Select action(s)

- ☐ move it to the specified folder
- ☐ assign it to the category category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☑ forward it to people or public group
- ☐ forward it to people or public group as an attachment
- ☐ redirect it to people or public group
- ☐ have server reply using a specific message
- ☐ reply using a specific template
- ☐ flag message for follow up at this time
- ☐ clear the Message Flag
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ print it
- ☐ play a sound
- ☐ start application
- ☐ mark it as read

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Do Not Reply
and with Approve Travel Approval for in the subject
forward it to people or public group

| Cancel | < Back | Next > | Finish |

RE: Parking management

7. Search for the last name of the person you would like to also receive these emails:

Rule Address   ✕

Search: ⦿ Name only ○ More columns   **Address Book**

`potora`   Go   Global Address List - dpeters@bloomu.edt ▼   Advanced Find

Name	Title	Business Phone
👤 Potora, Stacey	Clerk Typist 2 - College of Education	
👤 Poust, Brian	Refrigeration Mechanic	570-389-4546
👤 Powell, Loreen M	Associate Professor	570-389-4752
👤 Powers, Nancy	Sub Univer. Reg. Nurse	570-389-4451
👤 Powlus, Leigh	Custodial Staff	
👤 President, BU	President	
👥 Presidents Cabinet		
👥 President's Executive Staff		
👤 Presswood, Randall	Technical/Performing Arts	570-389-4291
👥 Priority		
Prof Studies Dean Search		
👥 Professional Development and...		
👤 Professional U		
👥 Protestant Campus Ministry		
👤 Prout, Mark E	Bldg Construction Inspector	570-389-2788
👤 Prout, Mary	Administrative Assistant 1	570-389-4277
👤 Provost, BU	Provost	

To ->   Potora, Stacey

OK   Cancel

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
from Do Not Reply
  and with Approve Travel Approval for in the subject
forward it to Potora, Stacey

Cancel   < Back   Next >   **Finish**

Then click finish. This will forward **all** travel approval emails to the administrative assistant for their review.