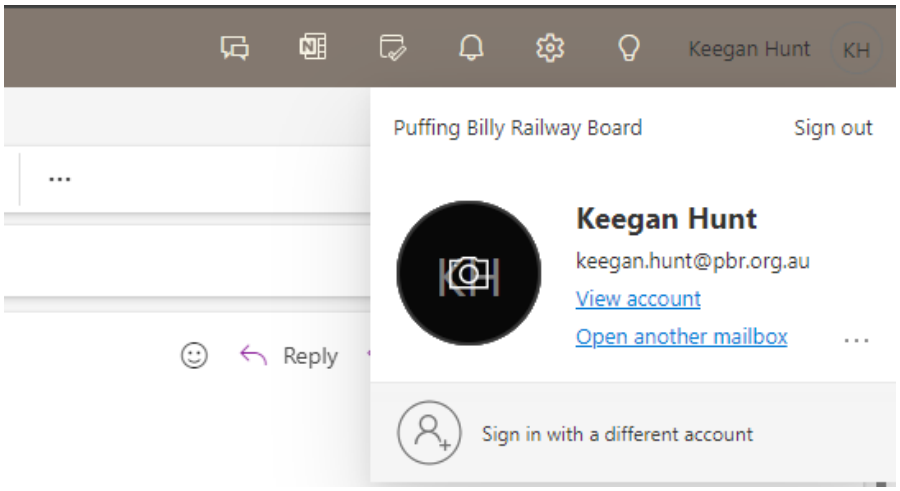
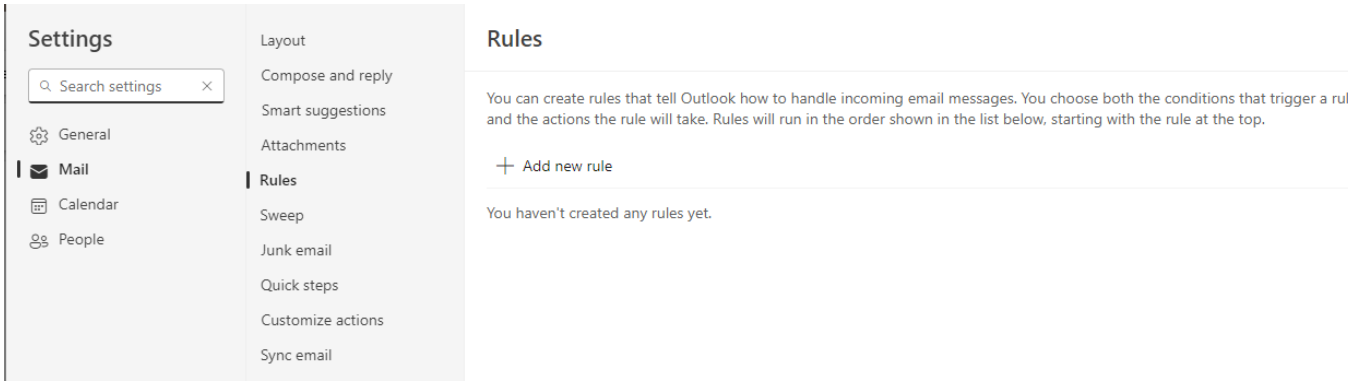
Shared Emails Redirected To Folders

Step-by-step Guide

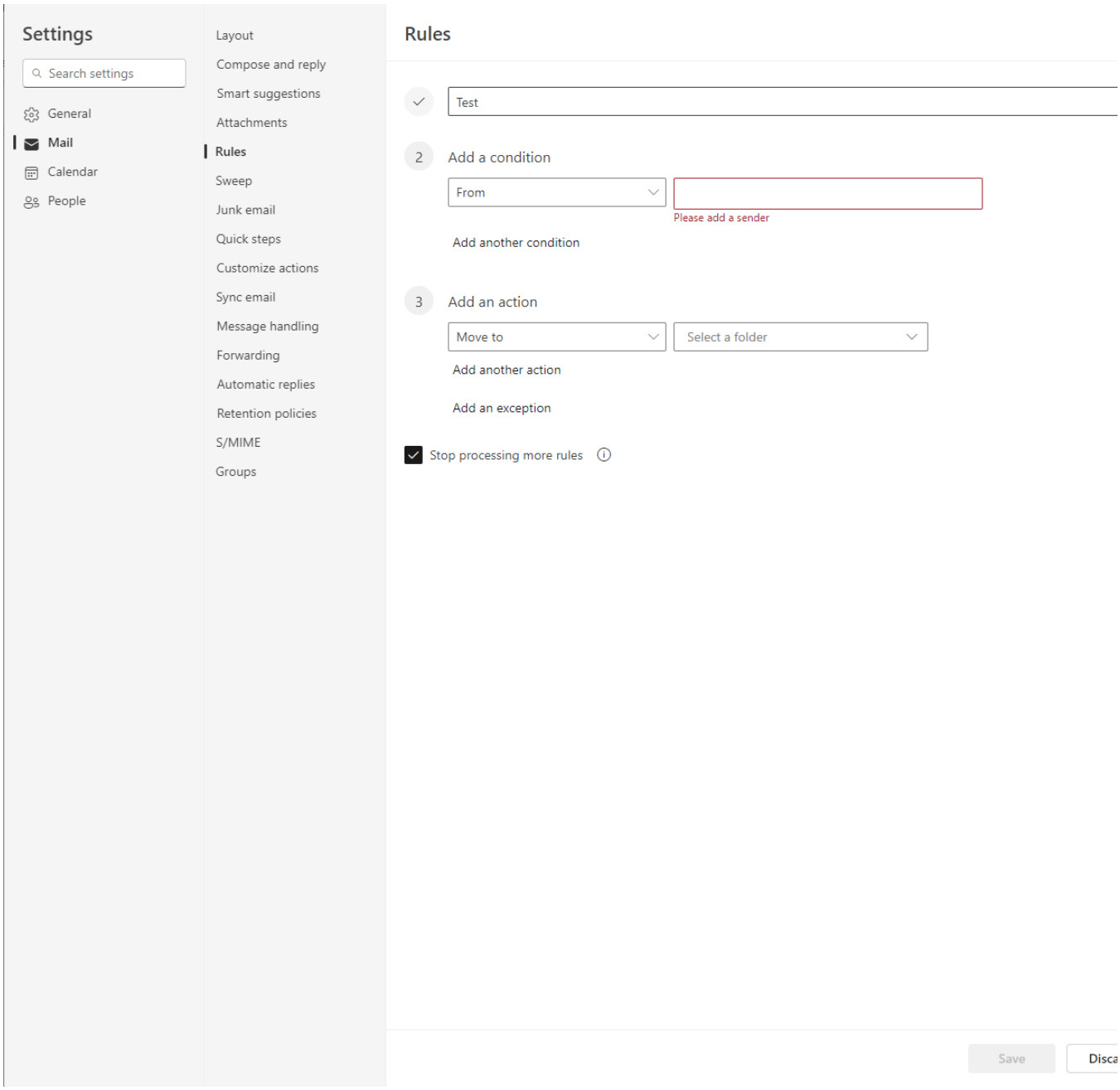
1. Open outlook via the webapp (https://www.microsoft.com/en-us/microsoft-365/outlook/email-and-calendar-software-microsoft-outlook-b?deeplink=%2Fowa%2F&sdf=0) Log in.
2. Click on your name in the top right and select **"open shared mailbox"** and select the shared email.



3. Right click on an email you would like re-directed. Go down to **Rules>manage rules.**
4. Select **"+add new rule"**



5. Name your rule eg. "Email re-direct". Add condition **"people>from"** and select the email of the messages you want re-directed. Add action **"move to",** and select the folder you want them moved too. Then click save down the bottom.



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