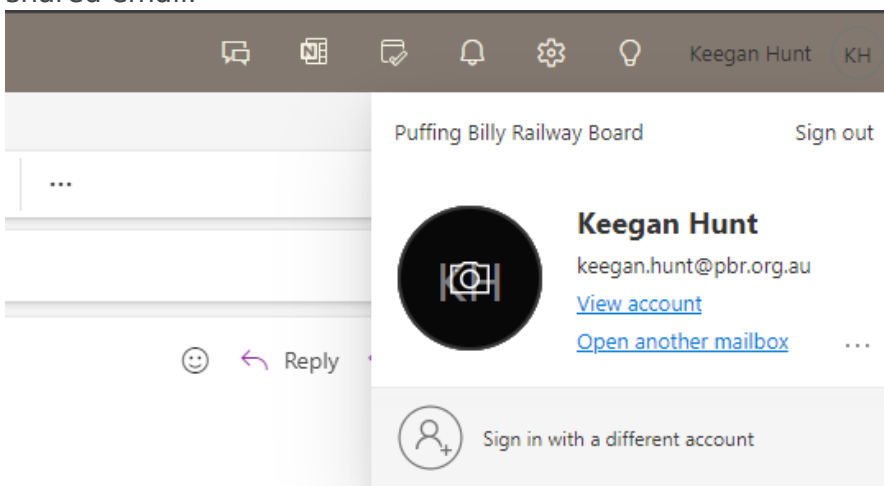


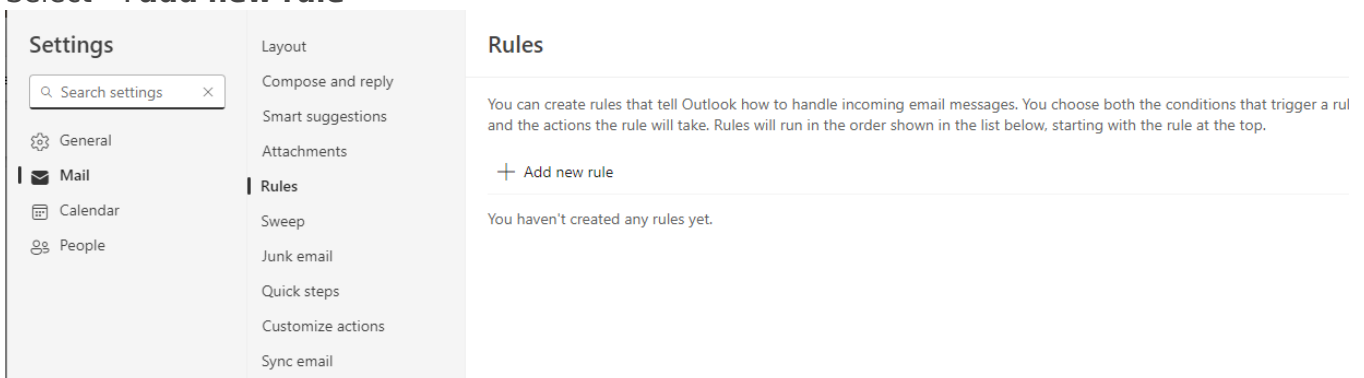
Shared Emails Redirected To Folders

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-redirect". 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.

Settings

- General
- Mail**
- Calendar
- People

- Layout
- Compose and reply
- Smart suggestions
- Attachments
- Rules**
- Sweep
- Junk email
- Quick steps
- Customize actions
- Sync email
- Message handling
- Forwarding
- Automatic replies
- Retention policies
- S/MIME
- Groups

Rules

- ✓ Test
- 2 Add a condition
 - From Please add a sender
 - Add another condition
- 3 Add an action
 - Move to Select a folder
 - Add another action
 - Add an exception

Stop processing more rules ⓘ

Save Discard

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