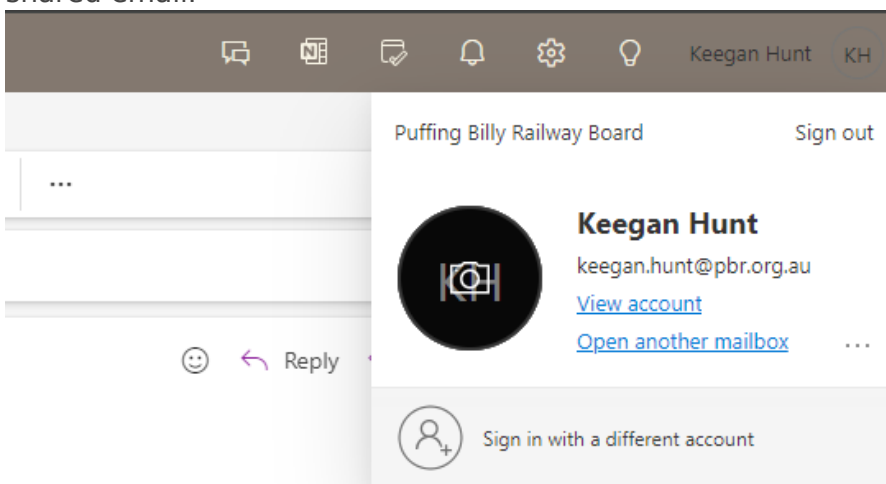


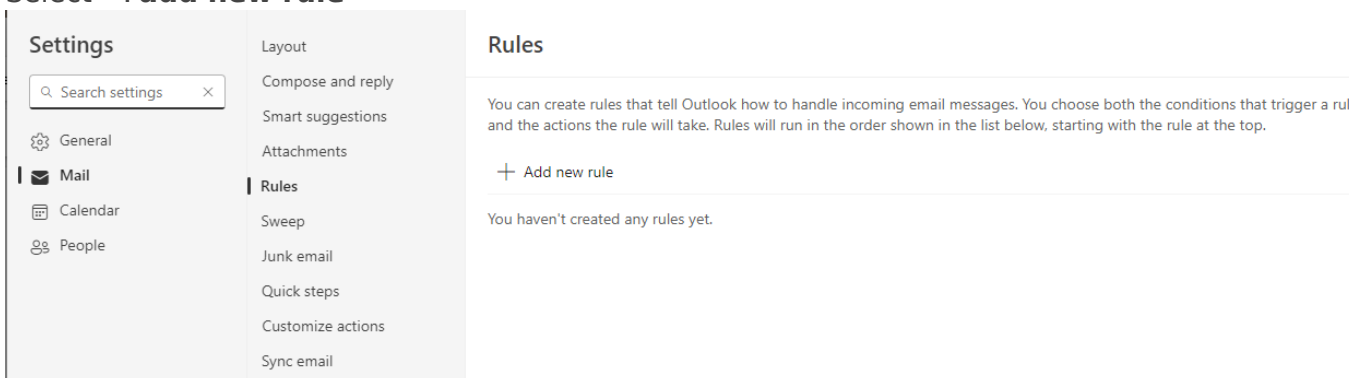
Shared Emails Redirected To Folders

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.

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Add a condition

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Please add a sender

Add another condition

3

Add an action

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Select a folder

Add another action

Add an exception

✓

Stop processing more rules

Save

Disca