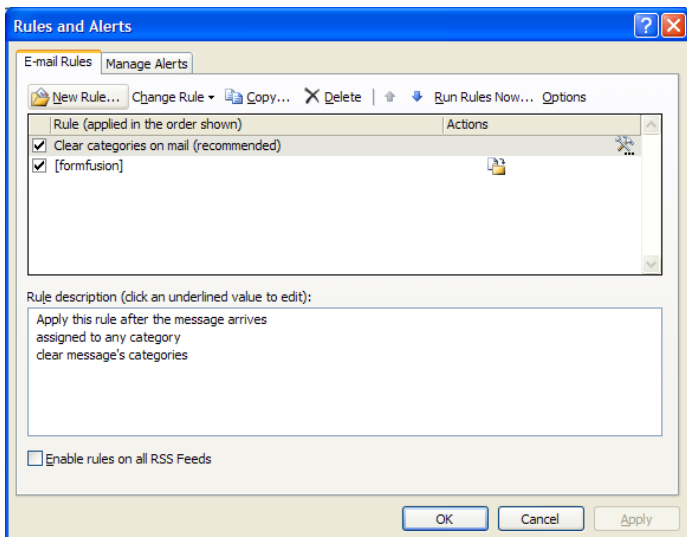


Outlook Exchange Directions

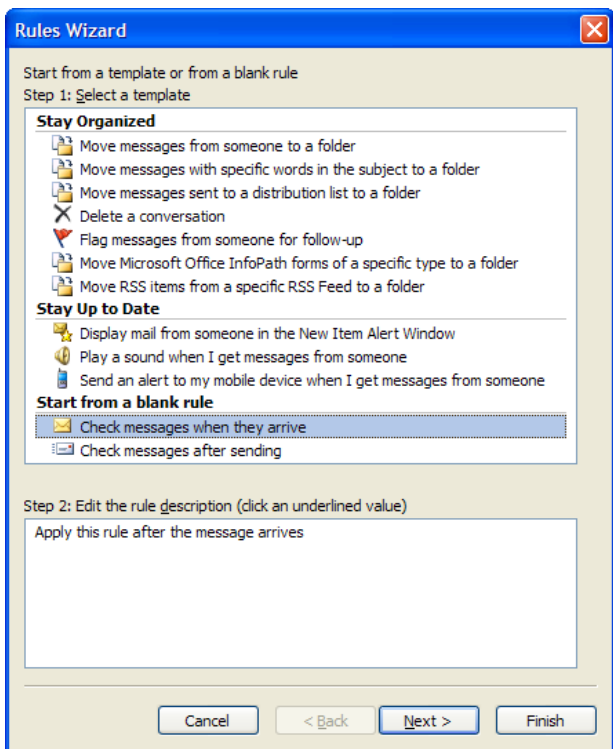
Outlook Exchange – 2007

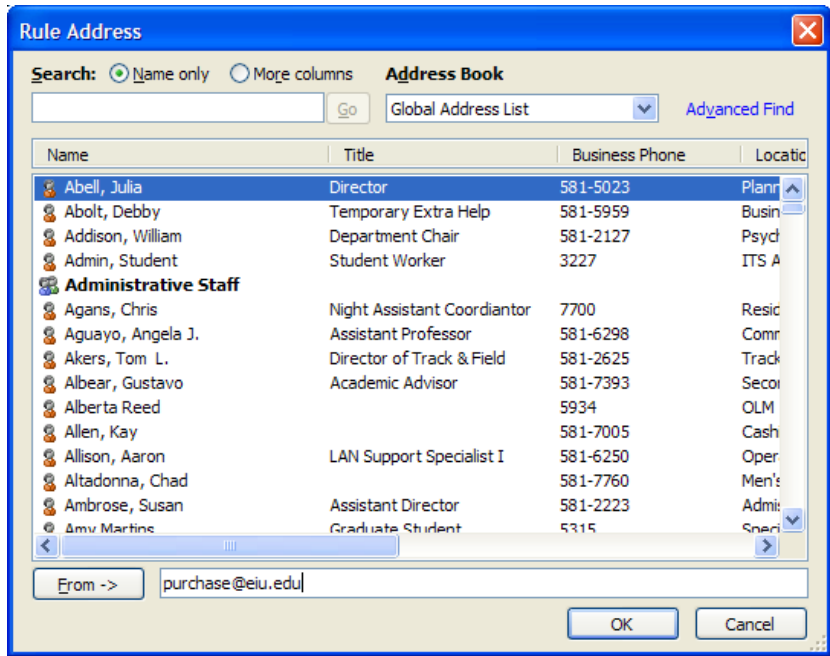
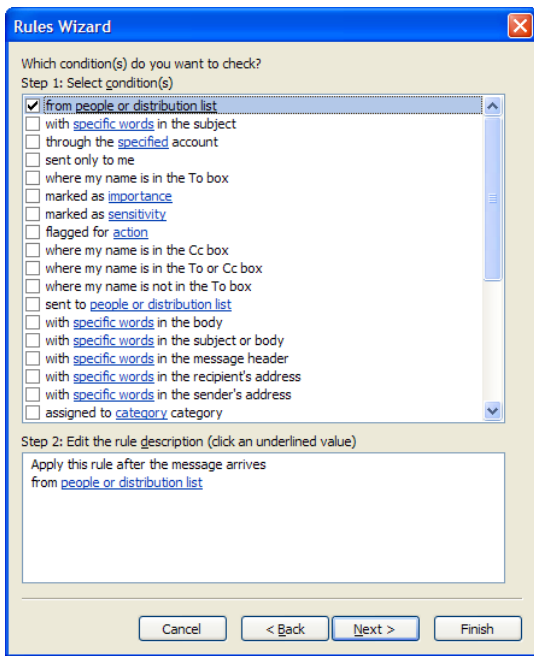
(Outlook Exchange 2003 is essentially the same as 2007.)

Click on **Tools** in the menu bar; go down to **Rules and Alerts**. Select the **New Rule** option.



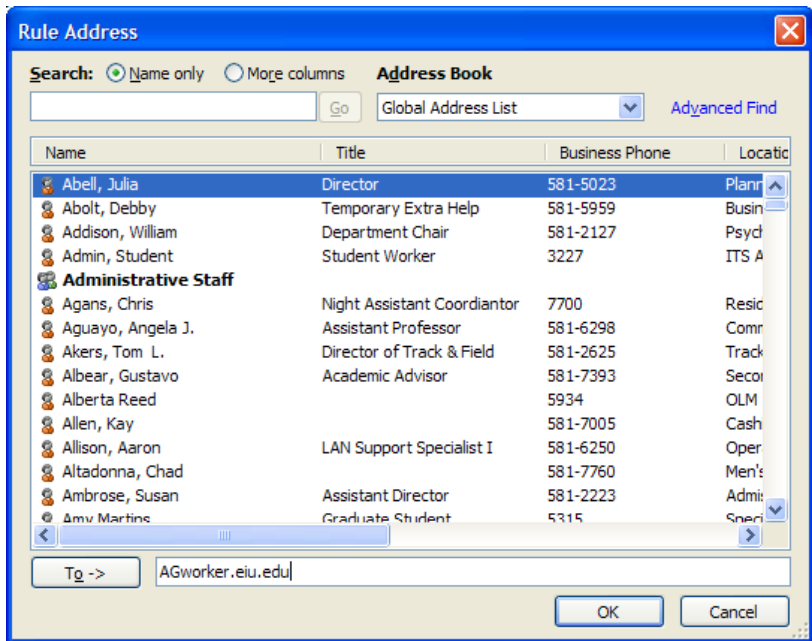
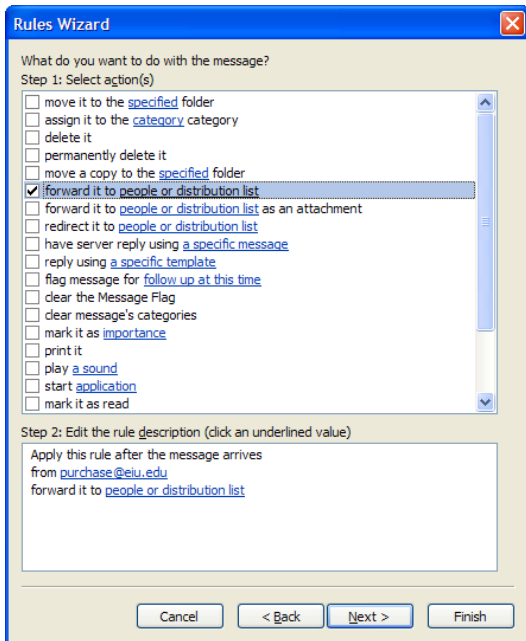
Select the option to **Start from a blank rule / Check messages when they arrive**.





By clicking on [people or distribution list](#); specify this rule will run on messages sent from purchase@eiu.edu . All emailed copies of purchase orders will come from this address. (In the future we will be sending copies of requisitions as well from this email account.)

Next you will indicate where you would like them to be sent.



By clicking on [people or distribution list](#); specify to whom you would like to forward these messages. You can then click **Finish** – and your rule will stay running until you shut it off.

If you have questions, you can call the ITS Help Desk (581-4357) or the Department of Procurement, Disbursements and Contract Services (581-5313).