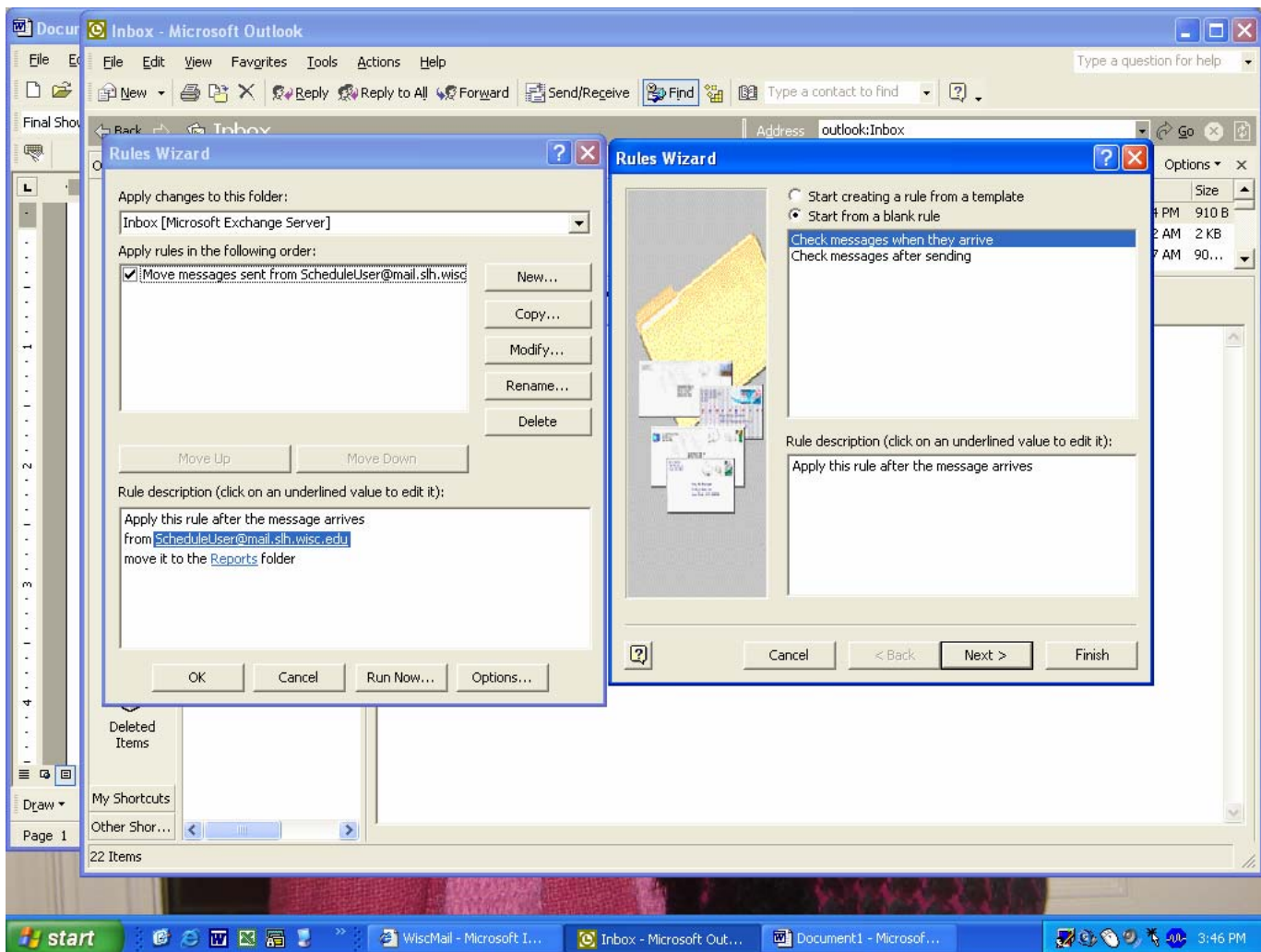
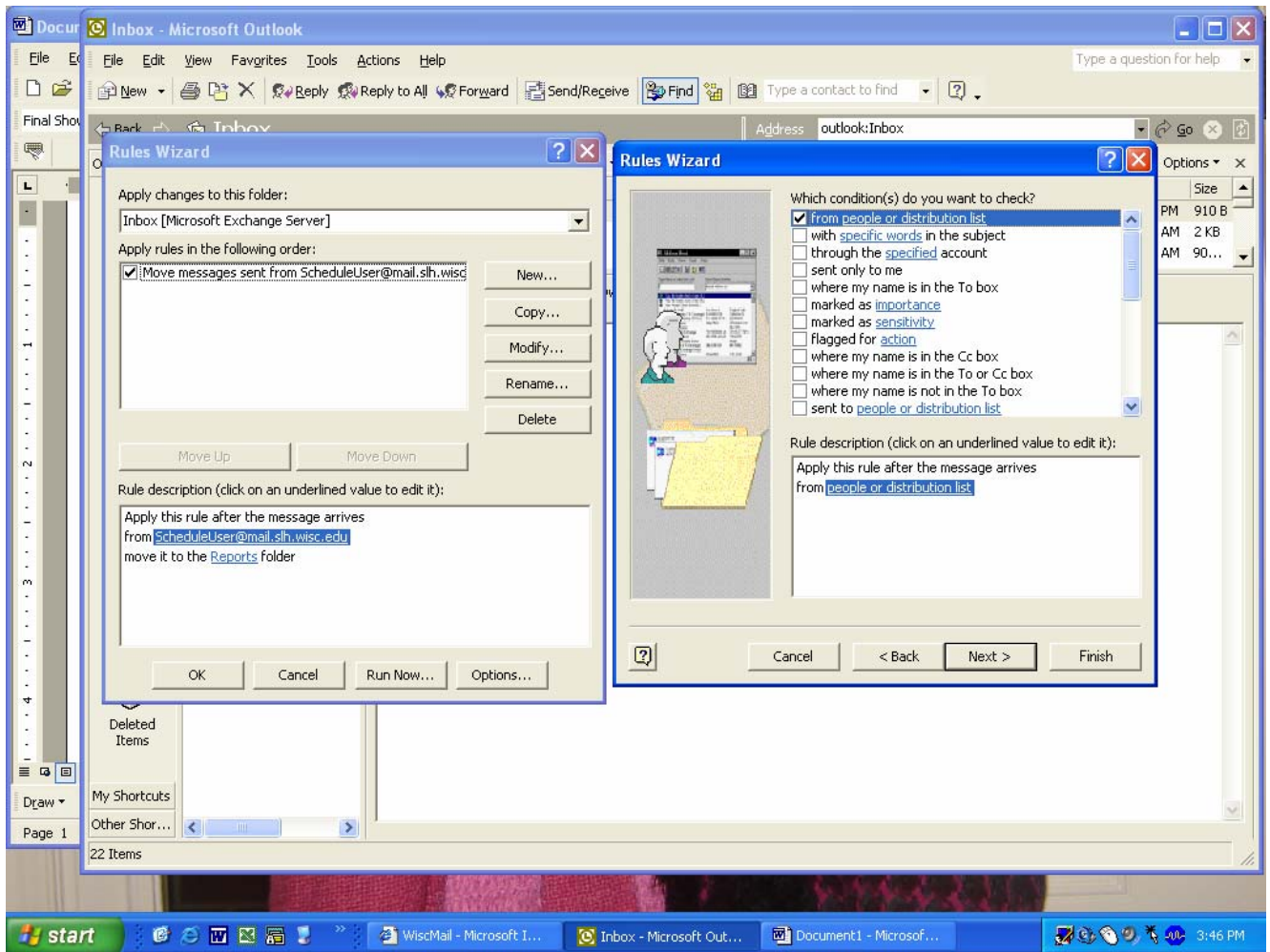


The procedure will guide you through the steps necessary to have e-mails from WSLH PT Reports automatically sent to a pre-set distribution list using Outlook.

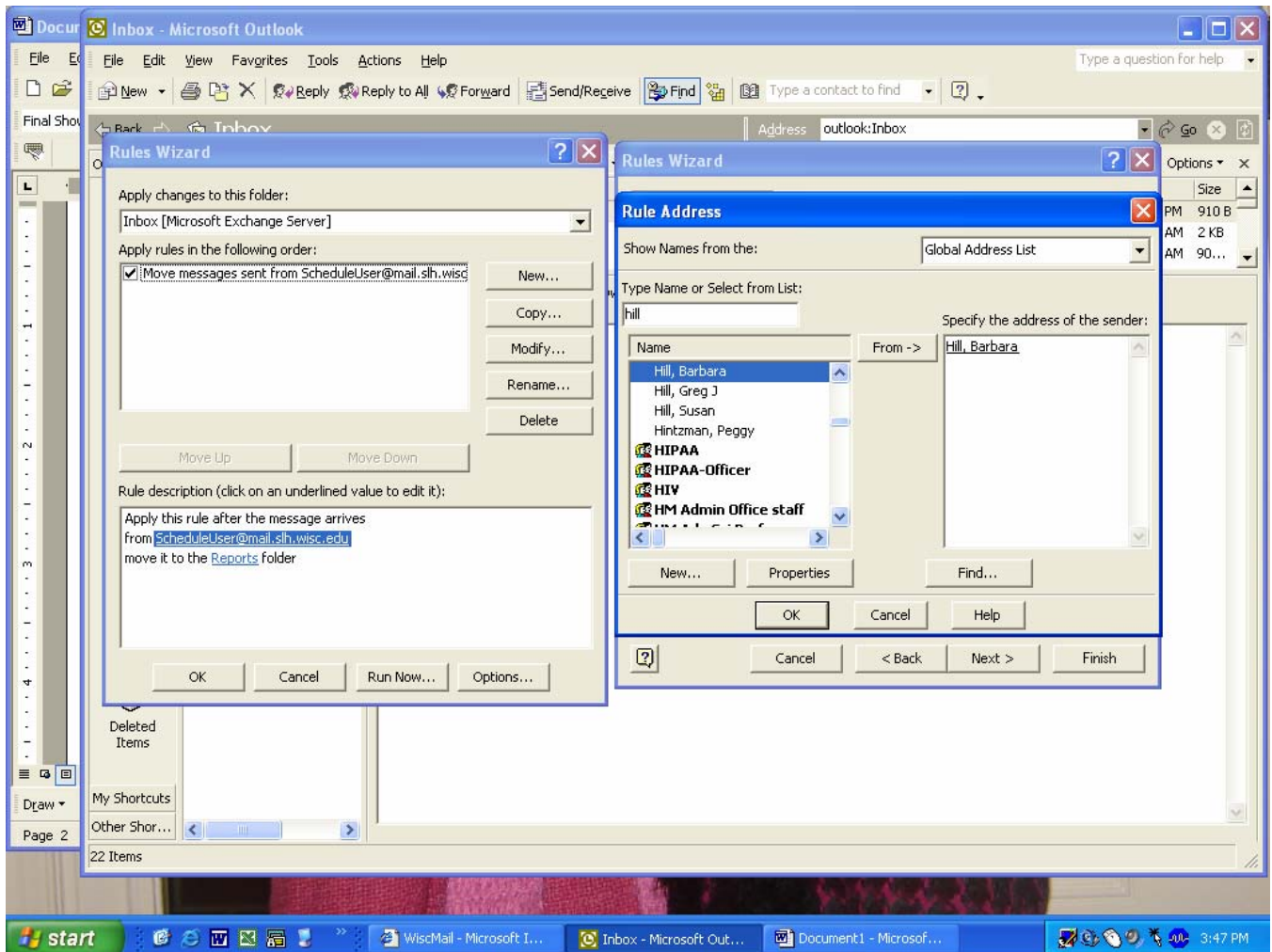
Rules Wizard

1. Tools
 - a. Rules Wizard
 - i. NEW
 - ii. Start from Blank Rule. Highlight Check messages when they arrive – Click NEXT.

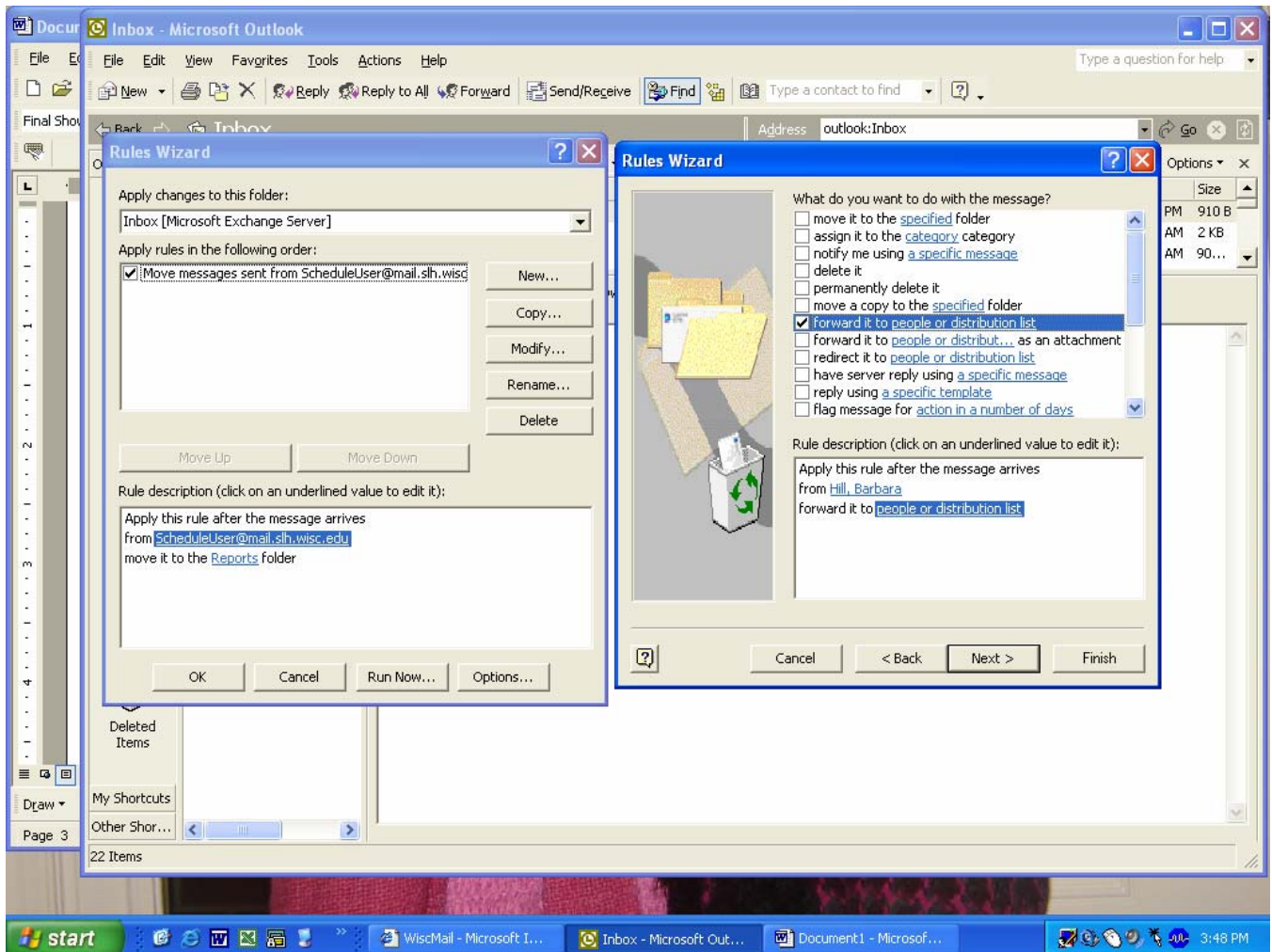




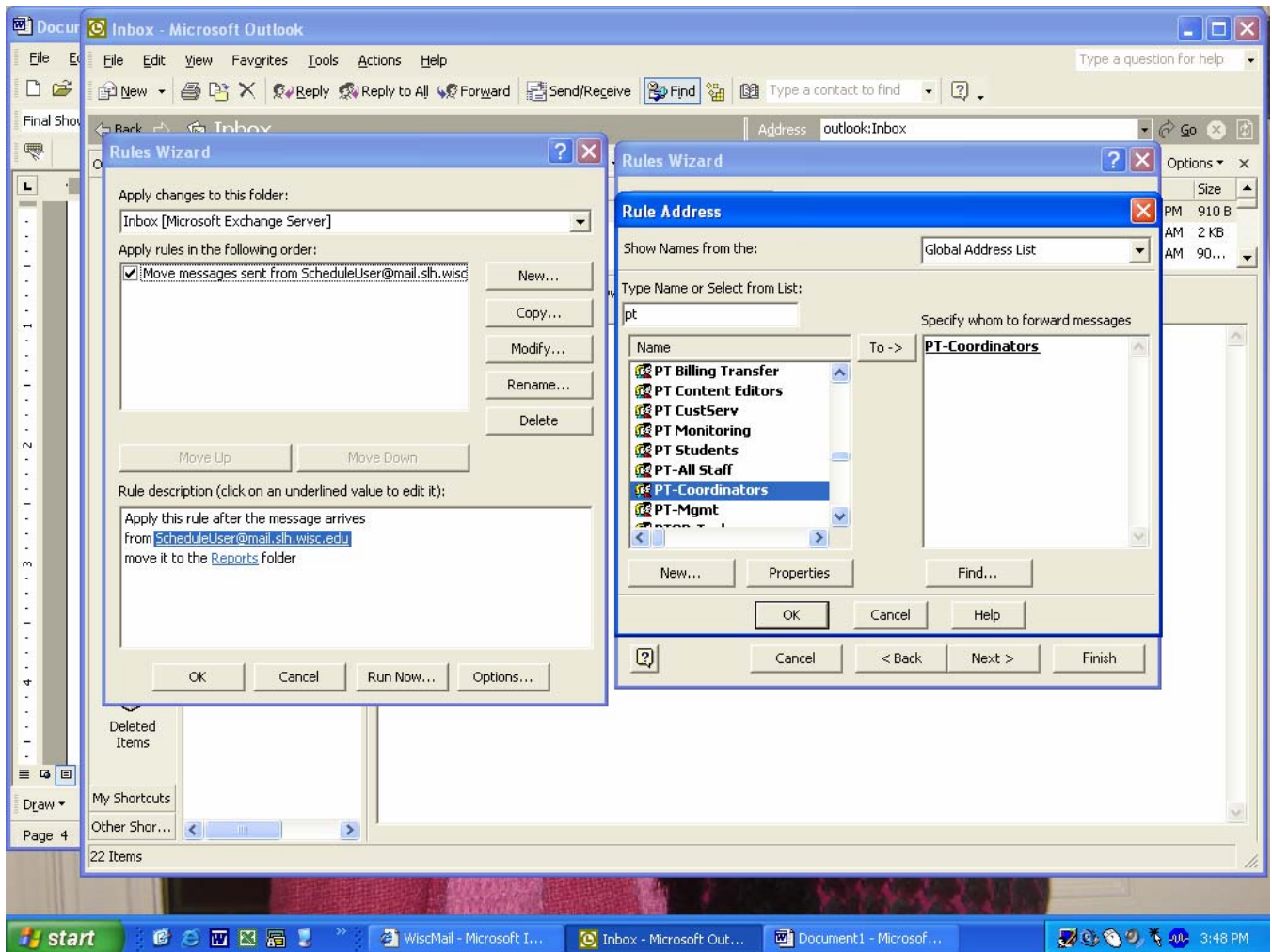
- iii. Check the box in the front of “From people or distribution list”
- iv. In the bottom box click on the underlined “people or distribution list” - NEXT



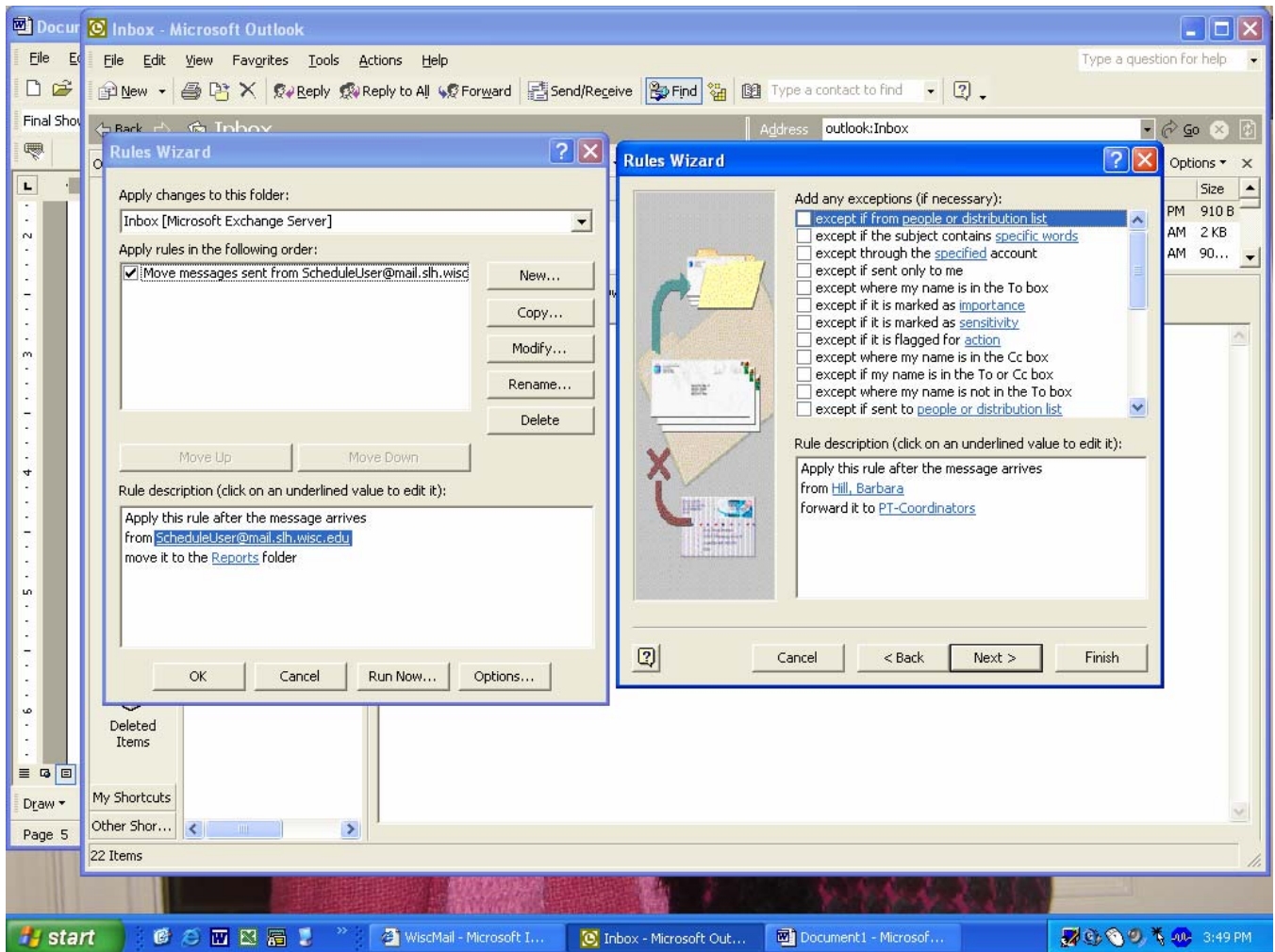
- v. Choose the person the e-mail will be coming from, (WSLH_PT_Reports) from the list, or click NEW and add the e-mail address (WSLH_PT_Reports @mail.slh.wisc.edu). Highlight the address and click the "FROM" button. Choose OK.



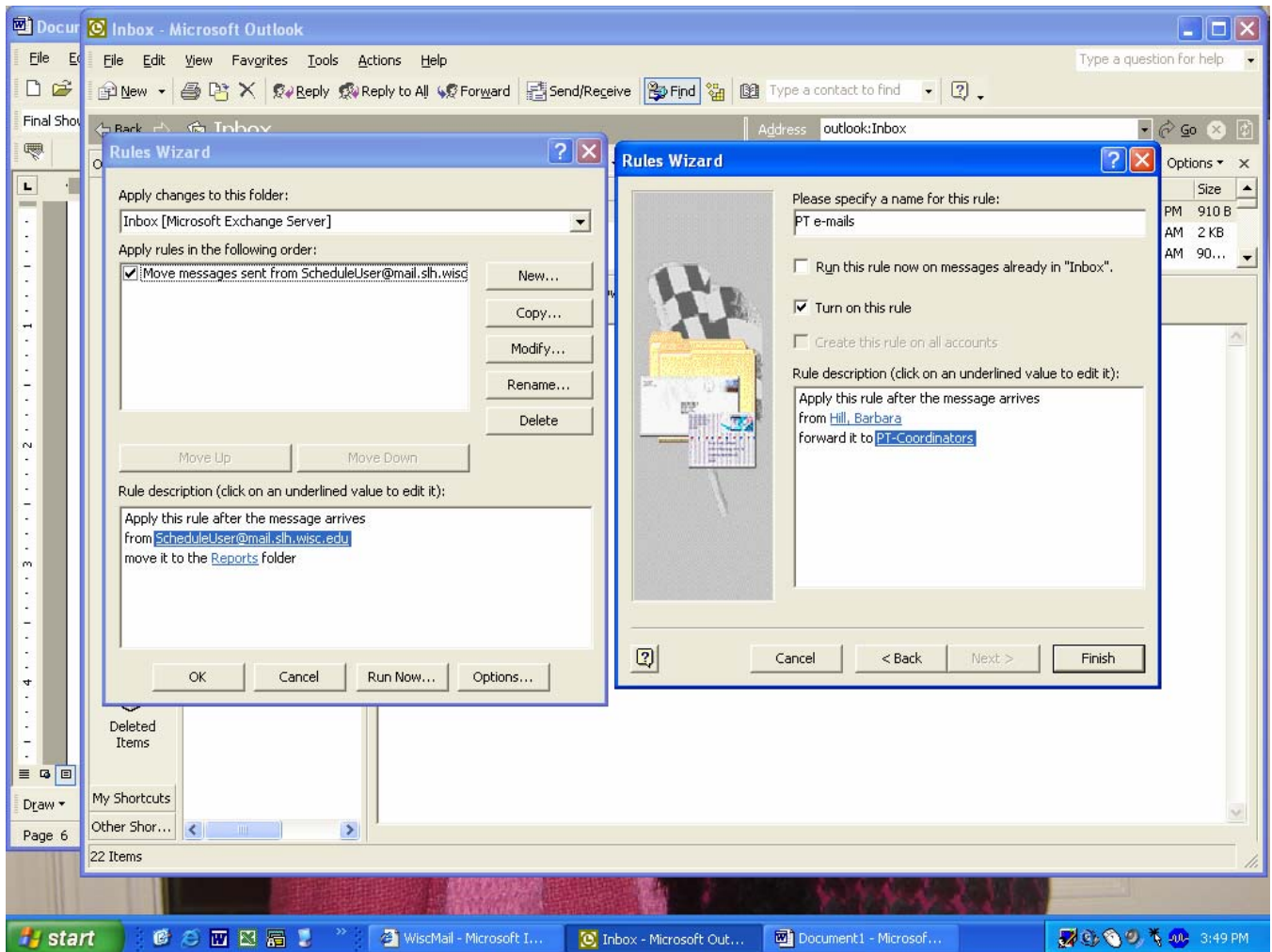
- vi. Decide what you want to do with the message. Choose “Forward it to person or distribution list”
- vii. In the bottom box, click on the underlined “person or distribution list”



- viii. Choose the person or distribution list you want the incoming messages sent to by highlighting it and clicking the “TO” button. Click the OK box.



- ix. If there are any exceptions you can think of, place a check mark in the appropriate box. Choose NEXT



- x. Specify a name for the rule by entering it into the box.
- xi. Click “Turn on Rule” to activate the rule you have created.
- xii. Click the FINISH box.

Now, the e-mails you receive from WSLH_PT_Reports will automatically be sent to the people or distribution list you have specified.