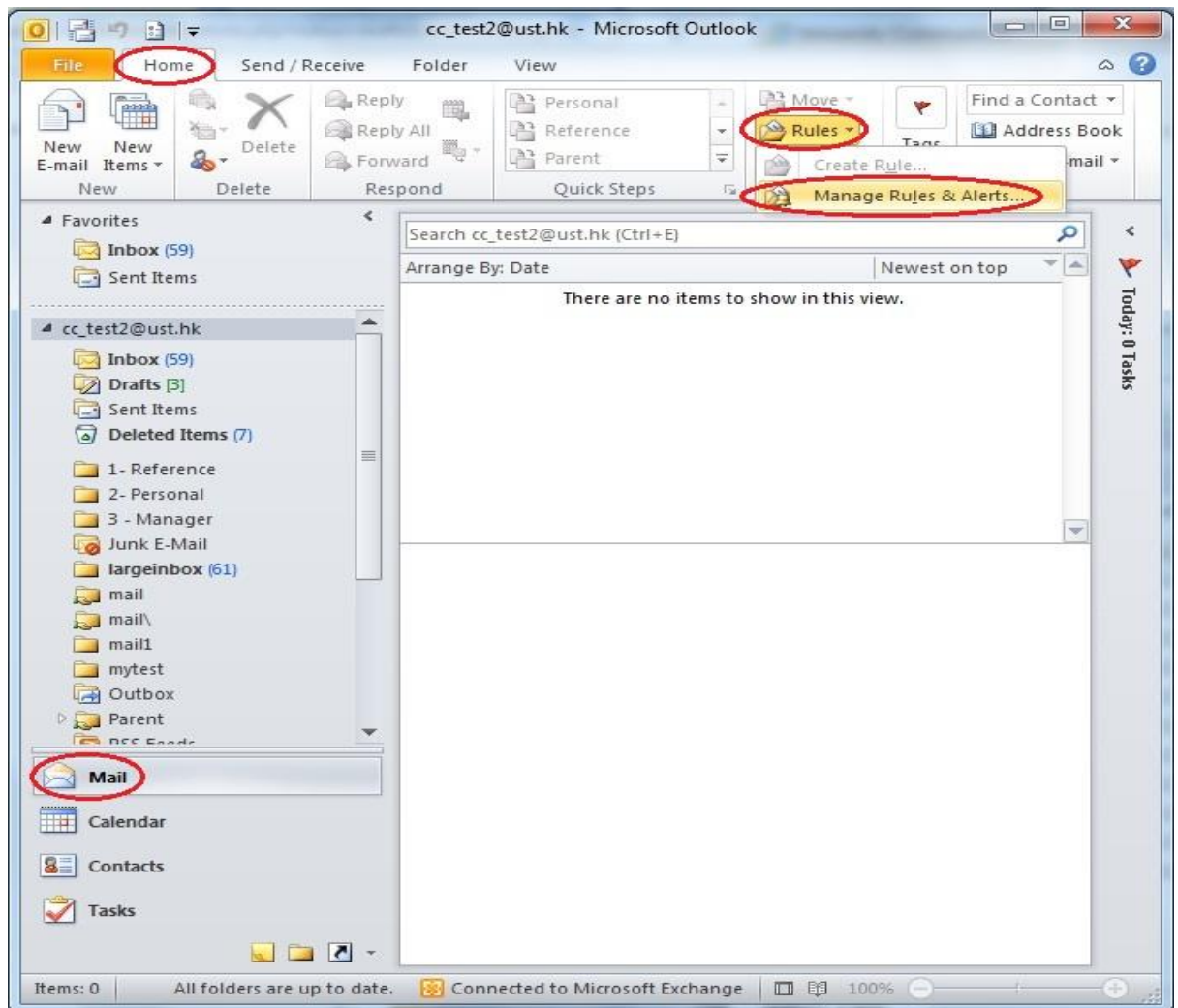


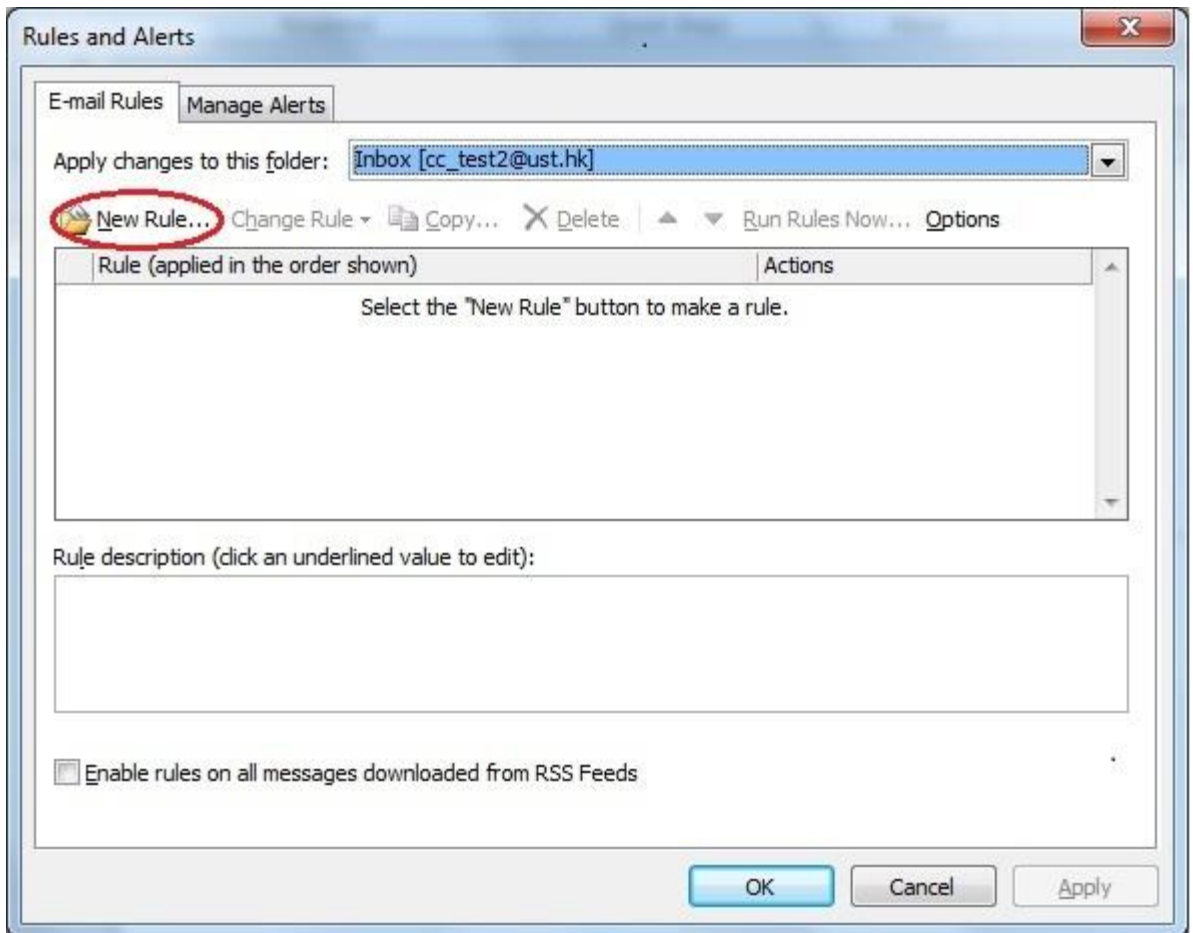
How to create Auto CC rule in Microsoft Outlook?

In case you want to automatically CC a copy of message that is sent from your desired exchange email account with Microsoft Outlook, you could follow the procedures shown below to create an Auto CC rule and make it effective in your current copy of the Microsoft Outlook.

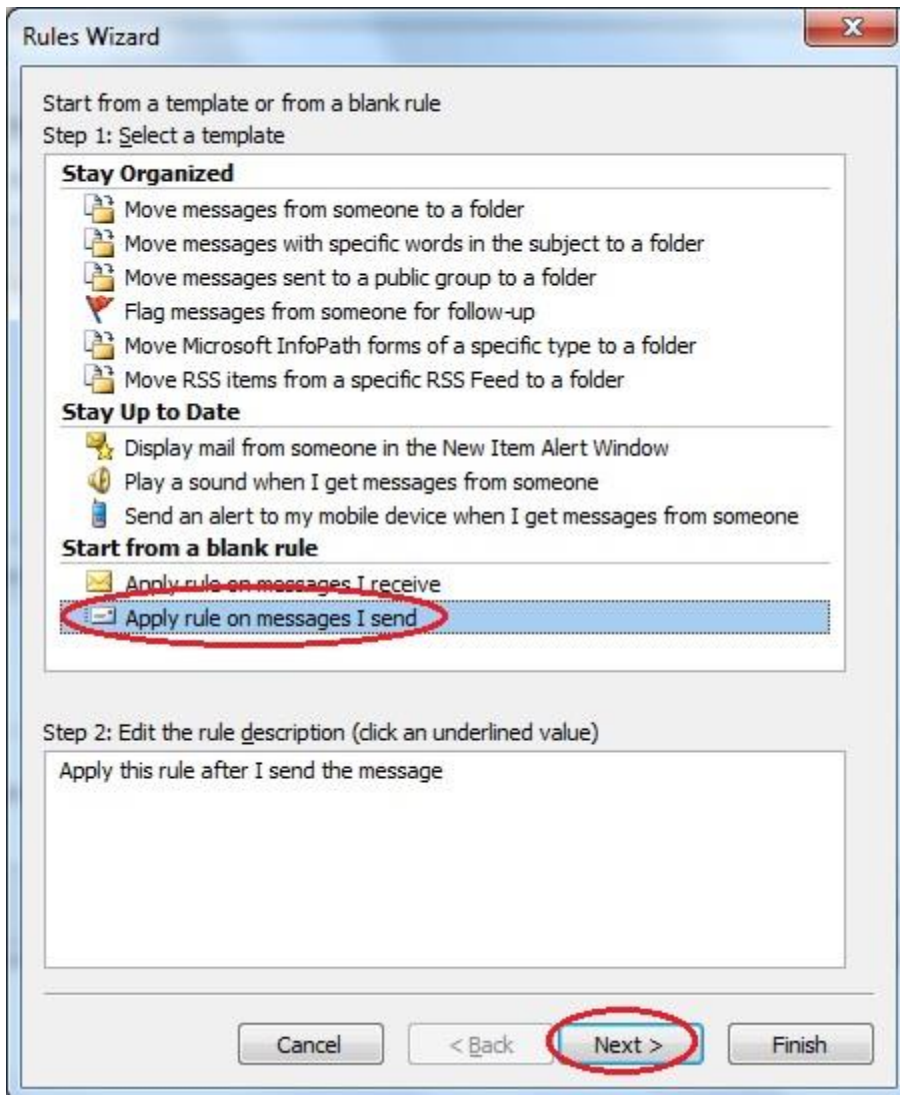
1. Start Microsoft Outlook. Make sure you are under **Home** tab of the **Mail** section and then click on **Rules** and then **Manage Rules & Alerts**.



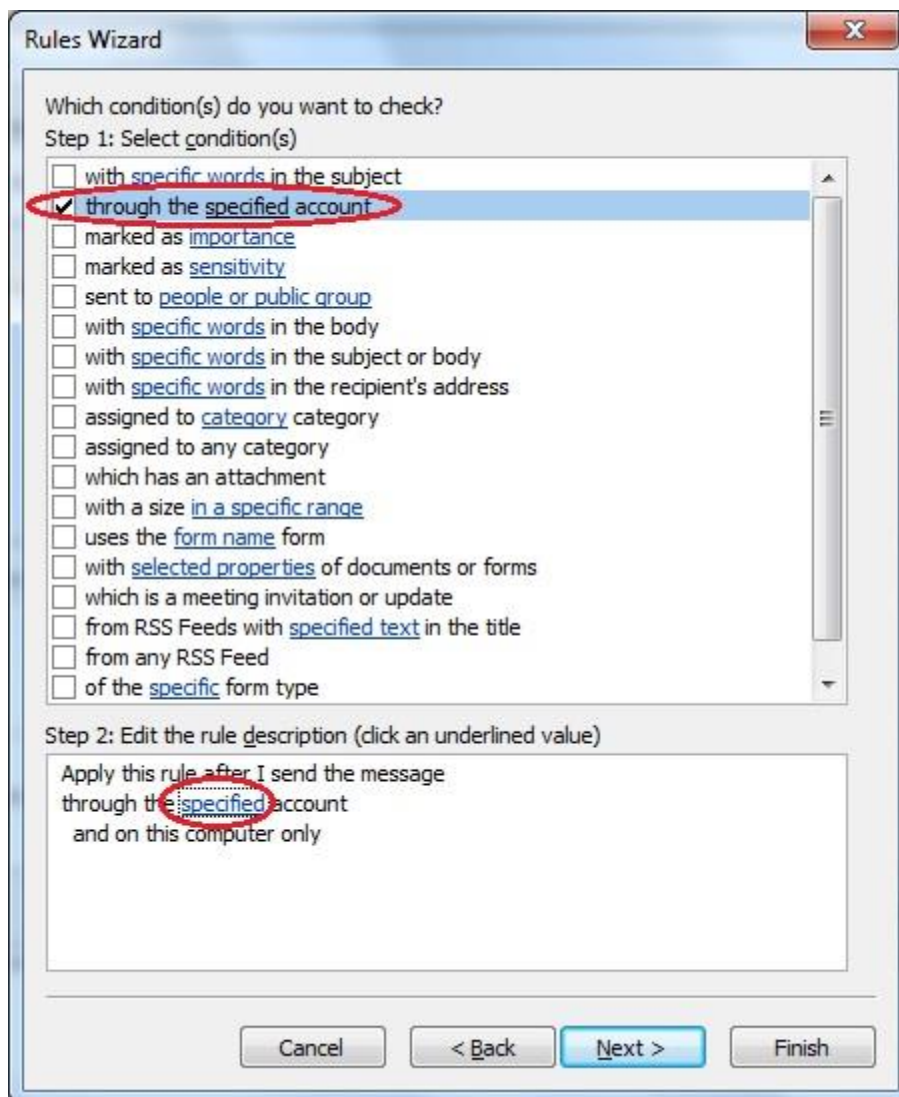
2. A **Rules and Alerts** window pops up, click **New Rule**.



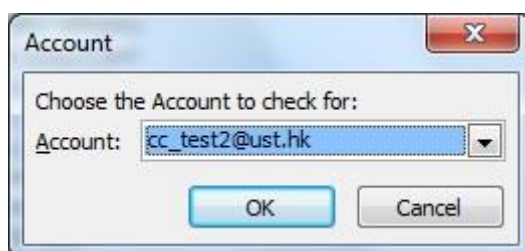
3. A **Rules Wizard** window pops up. Click on **Apply rule on messages I send** and then click **Next**.



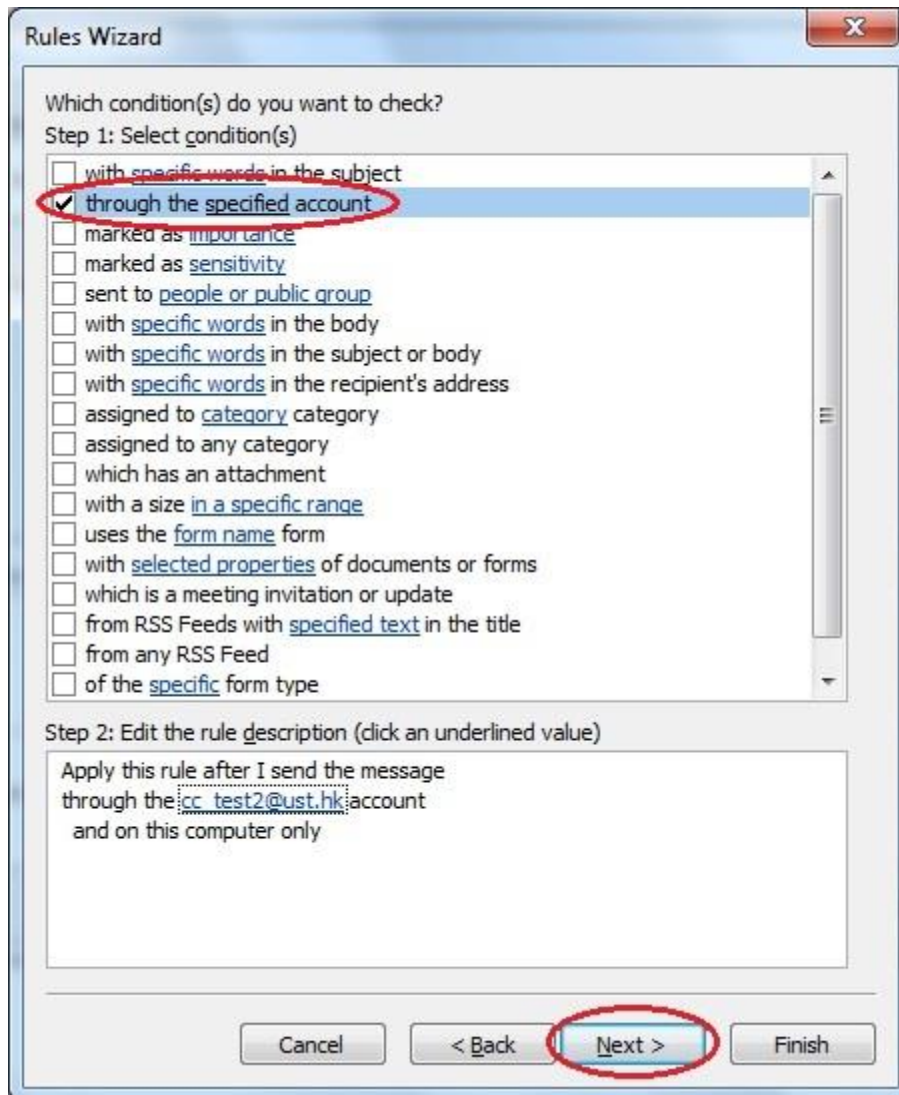
4. Tick **through the specified account** and then click on **specified** as shown below.



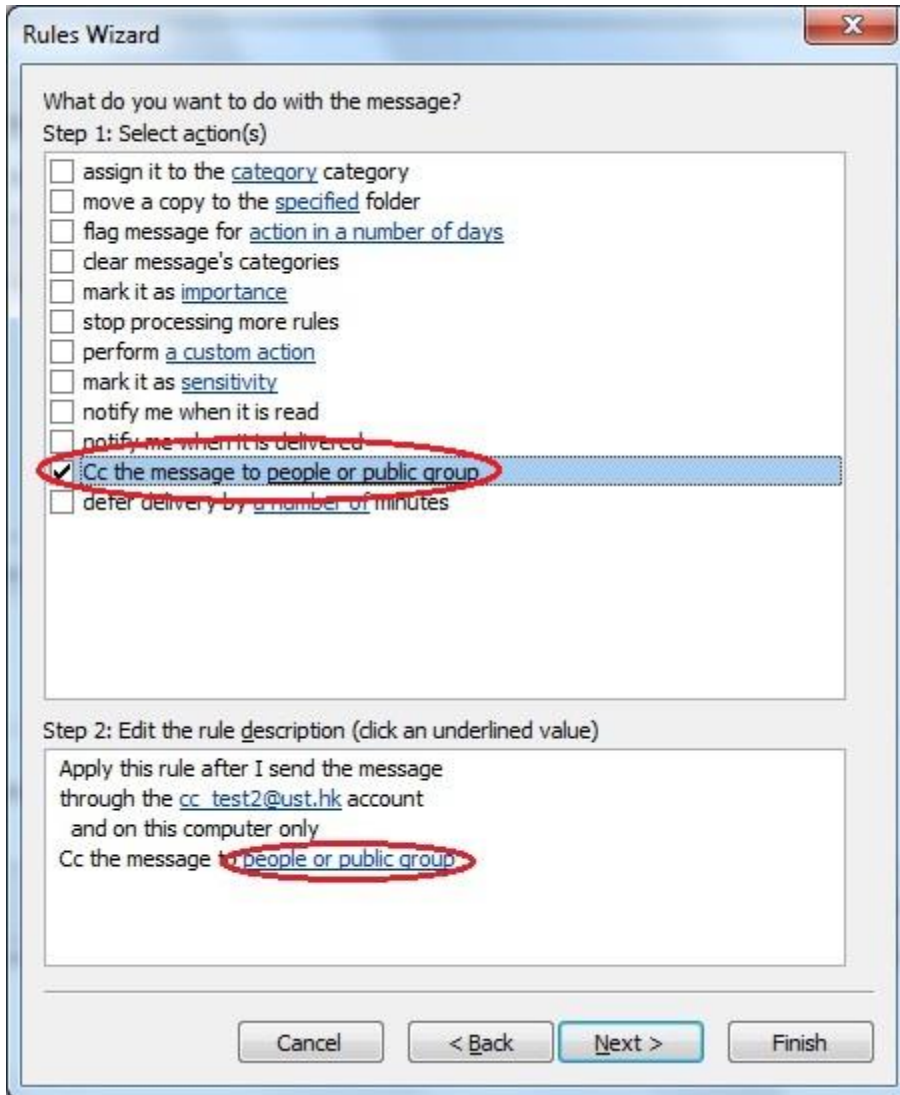
5. Select your account or if you have configured more than one account, please scroll through the account selection window for your account. Then click **OK**.



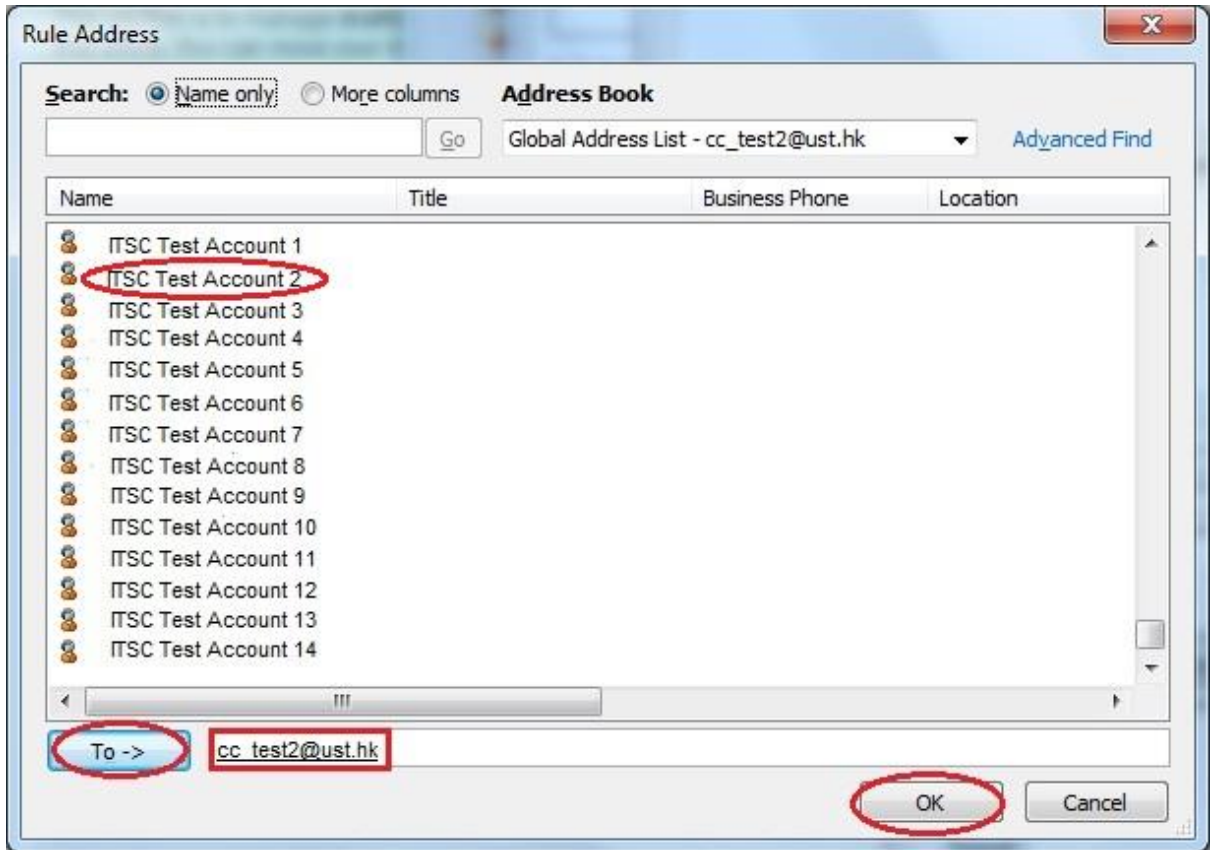
6. It returns to the previous window. Check that if a tick is put next to **through the specified account** and click **Next**.



7. Tick **Cc the message to people or public group** then click on **people or public group** as shown below.



8. A **Rule Address** window pops up. Scroll from the selection pane and click on your account description then click **To->**, or simply input your exchange account information as shown below. Click **OK**.



9. Check that if a tick is put next to **Cc the message to people or public group**. From the lower half of the displayed window, **Cc the message to** is followed by your inputted exchange account information as shown below. Click **Next** to proceed.

Rules Wizard

What do you want to do with the message?
Step 1: Select action(s)

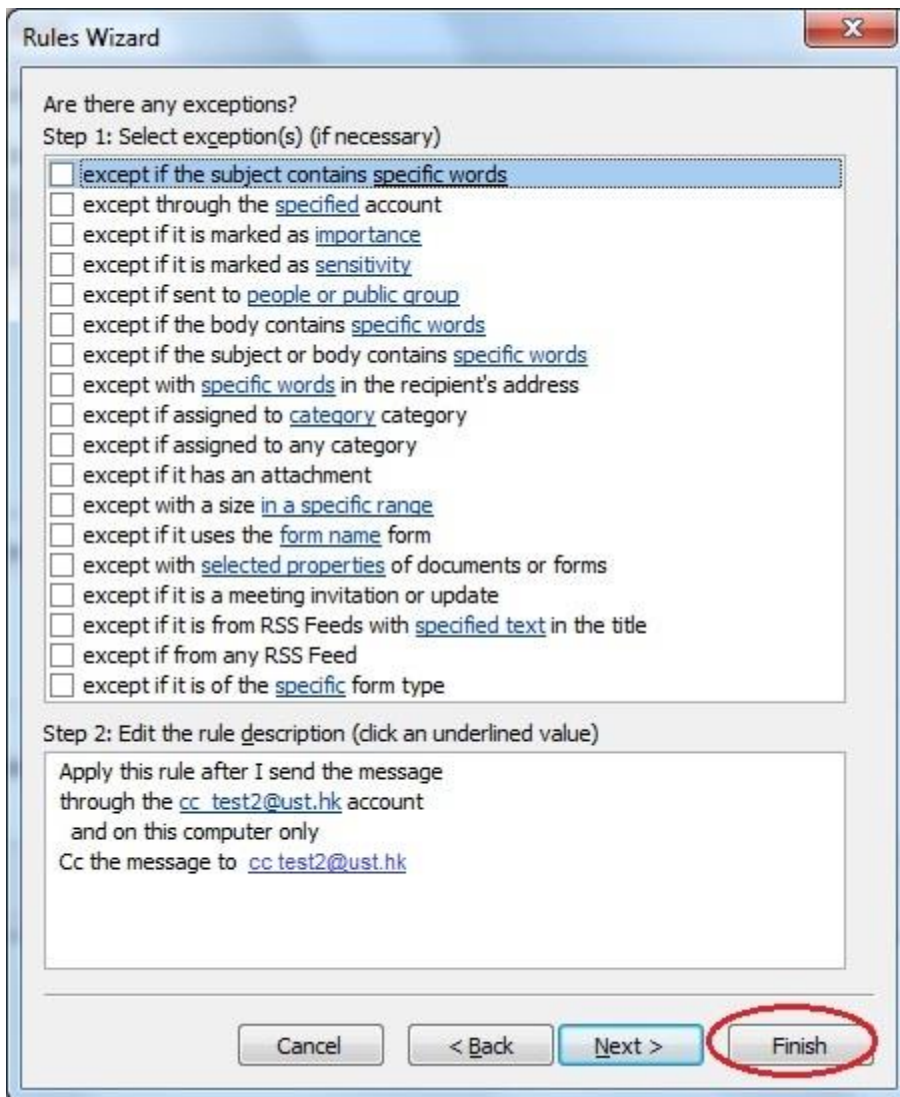
- assign it to the category category
- move a copy to the specified folder
- flag message for action in a number of days
- clear message's categories
- mark it as importance
- stop processing more rules
- perform a custom action
- mark it as sensitivity
- notify me when it is read
- notify me when it is delivered
- Cc the message to people or public group
- defer delivery by a number of minutes

Step 2: Edit the rule description (click an underlined value)

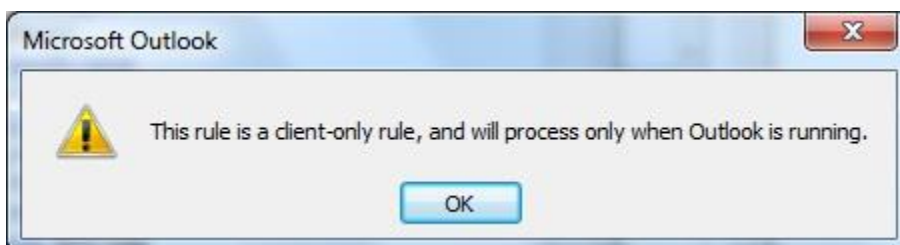
Apply this rule after I send the message
through the cc test2@ust.hk account
and on this computer only
Cc the message to cc test2@ust.hk

Cancel < Back **Next >** Finish

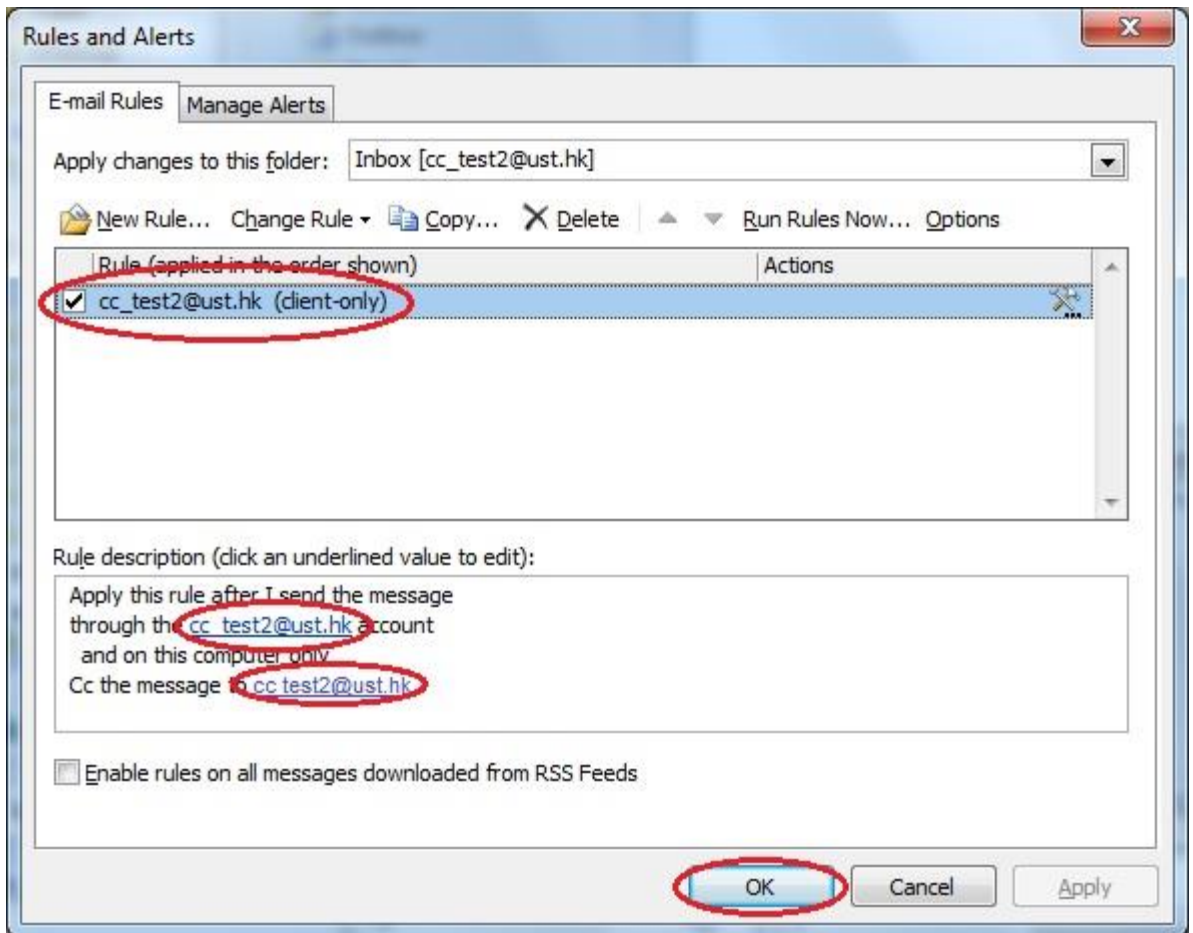
10. There is no additional criteria in this setup page is required, click **Finish** to proceed.



11. A warning dialogue box is popped up. It warns you about that, only messages sent from your selected account with the current running copy of Microsoft Outlook 2010 will become effective with this Auto cc function setup when the captioned Outlook is still running. Click **OK** to proceed.



12. You will return to the **Rules and Alerts** window. Check that if a tick is put next to your newly created Auto cc rule, the desired account and the cc account information is displayed correctly to your selection. Click **OK** to finish your setup.



13. In case you need to use the rule from another PC, please setup the rule again by delete it and add again.

