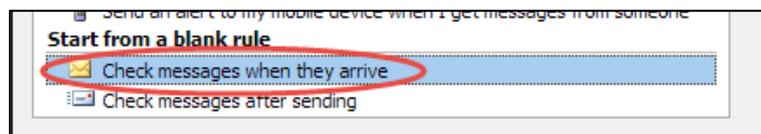


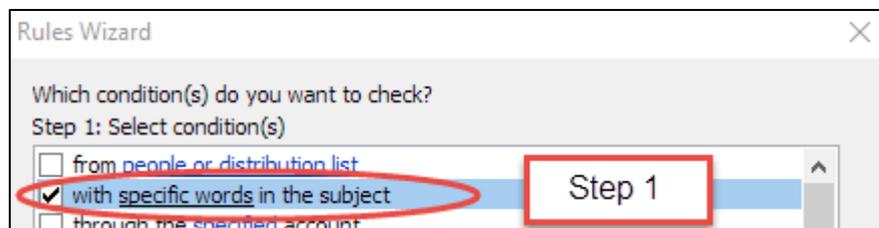
How to create E-Mail rules to forward a Quick Note

Creating a forwarding rule in Outlook

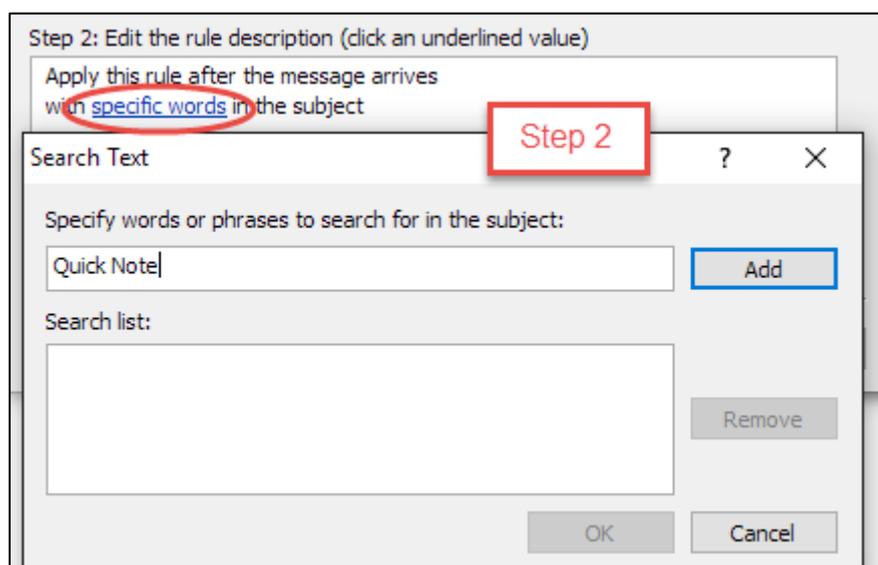
1. Open Outlook. In the main menu bar, click 'Tools', and select 'Rules and Alerts' from the drop-down menu.
2. The 'Rules and Alerts' modal window will open. Under the 'E-Mail Rules' tab, click 'New Rule'.



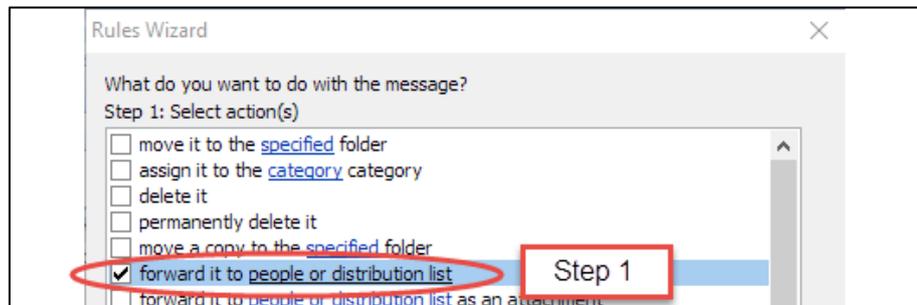
3. In the 'Start from a blank rule' section, select 'Check messages when they arrive', and then click 'Next'.
4. In 'Step 1', click 'with specific words in the subject'.



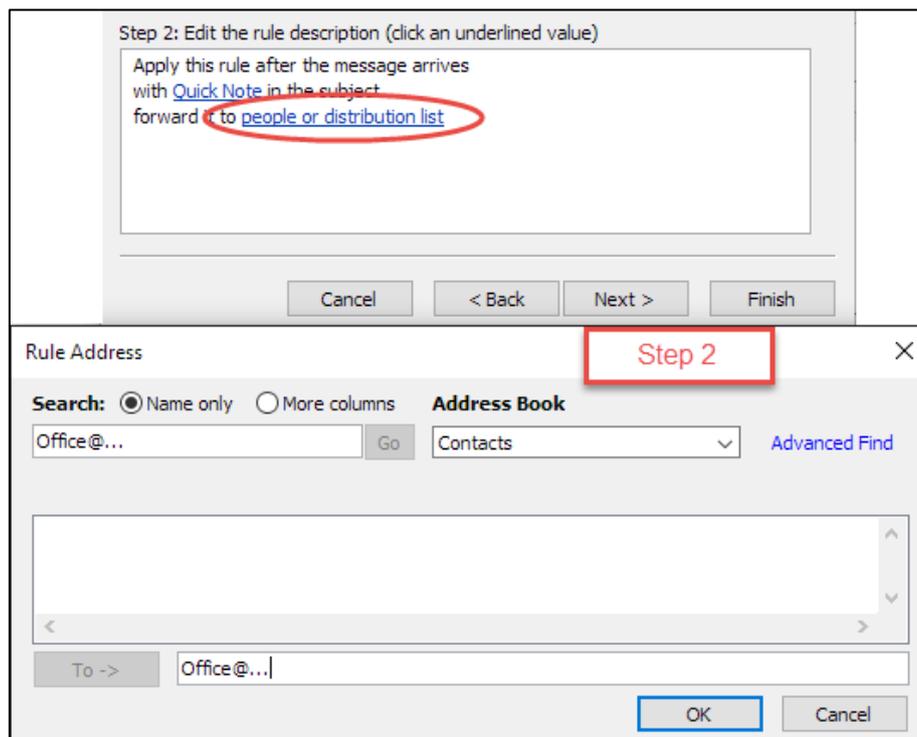
5. In 'Step 2', click on the highlighted text 'specific words'. Enter the title of the Quick Note you wish to forward, and click 'Add', and click 'OK'.



6. Click 'Next'.
7. In 'Step 1', select 'forward it to people or distribution list'.



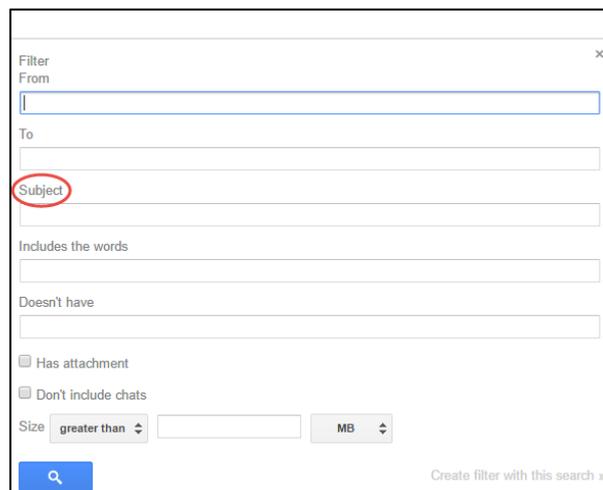
8. In 'Step 2', click on the highlighted text 'people or distribution list'. Search for, or enter the e-mail addresses that you wish to forward the Quick Note to. Click 'OK' when done.



9. Click 'Next' to add any exceptions to this rule, if required.
10. Click 'Next', and specify a name for the rule if necessary, choose the rule's setup options, and review the rule description. When all details are filled in as you want, click 'Finish'. The rule will appear in the rule list.

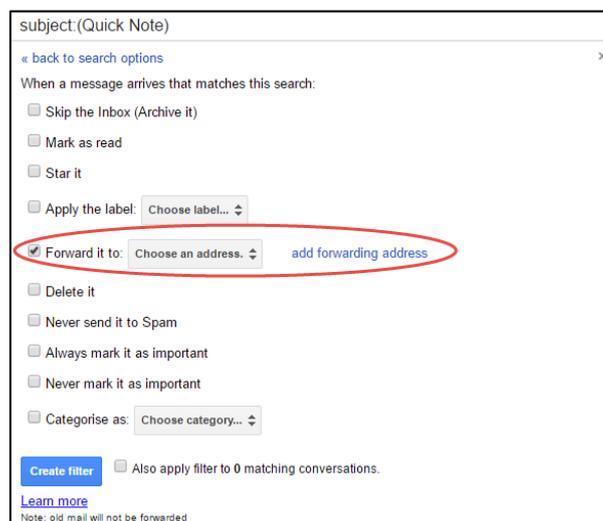
Creating a forwarding rule in Gmail

1. Open Gmail, in the far right-hand corner, click the Settings (the cog) icon. Select 'Settings' from the drop-down menu.
2. Click the 'Forwarding and POP/IMAP' tab. To forward mail to another E-Mail address, first you must add the forwarding address.
3. Click 'Add a forwarding address', enter the E-Mail, click proceed, and then follow the validation instructions.
4. To create the E-Mail filter that will forward your Quick Note messages, click 'Creating a filter' in the 'Forwarding and POP/IMAP' tab.



The screenshot shows the 'Filter' dialog box in Gmail. The 'From' field is empty. The 'To' field is empty. The 'Subject' field is highlighted with a red circle. Below the 'Subject' field are fields for 'Includes the words', 'Doesn't have', 'Has attachment', 'Don't include chats', and 'Size'. The 'Size' field is set to 'greater than' and 'MB'. A search icon is at the bottom left, and a 'Create filter with this search' link is at the bottom right.

5. Enter the Title of the Quick Note in the 'Subject' field, and click 'Create filter with this search'.
6. Select the 'Forward it to:' tick box, and select the forwarding address.

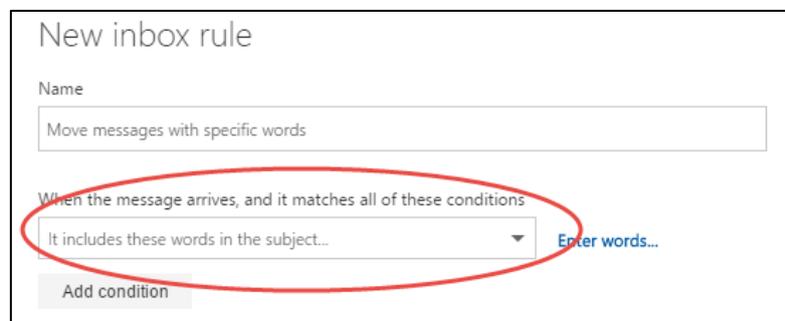


The screenshot shows the 'Filter' configuration page in Gmail. The search criteria is 'subject:(Quick Note)'. The 'Forward it to:' option is selected and highlighted with a red circle. Other options include 'Skip the Inbox (Archive it)', 'Mark as read', 'Star it', 'Apply the label:', 'Delete it', 'Never send it to Spam', 'Always mark it as important', 'Never mark it as important', and 'Categorise as:'. A 'Create filter' button is at the bottom left, and a 'Learn more' link is at the bottom right.

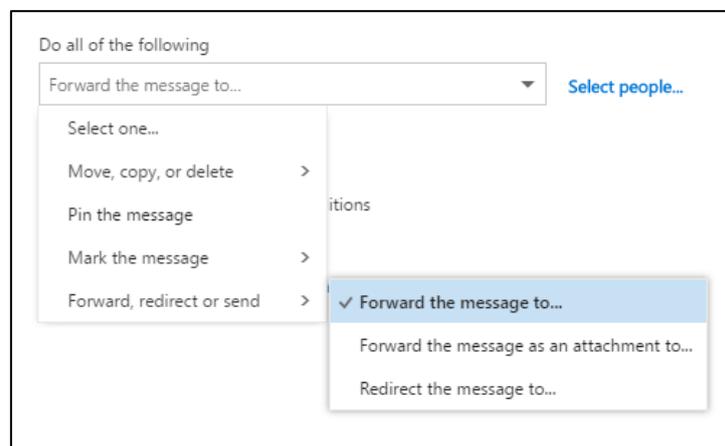
7. Click 'Create Filter'.

Creating a forwarding rule in Hotmail

1. Open your Hotmail account. Click the 'More' (ellipsis) icon, and select 'Create Rule' from the drop-down menu.
2. Choose a title for your rule, and under 'When the messages arrives...' delete the options for 'It was received from', and 'it was sent to', keeping the 'it includes these words in the subject'.



3. Click 'Enter Words', enter the title of the Quick Note that requires forwarding, click the add (+) button and then 'OK'.
4. Under 'Do all of the following', select 'Forward, redirect or send' from the drop-down menu, and select 'Forward the message to'. Enter the E-Mail address, and click 'OK'.



5. Click 'OK' at the top of the page to save the forwarding rule.