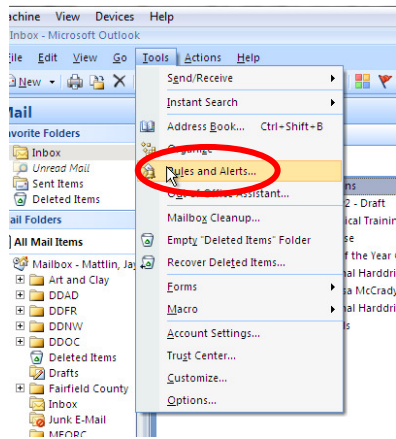
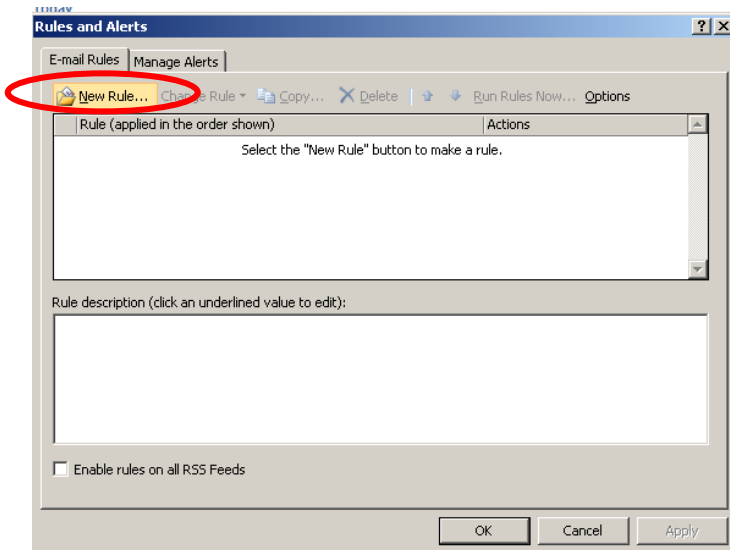


INSTRUCTIONS FOR FORWARDING PAYROLL E-MAIL TO A PERSONAL E-MAIL ACCOUNT

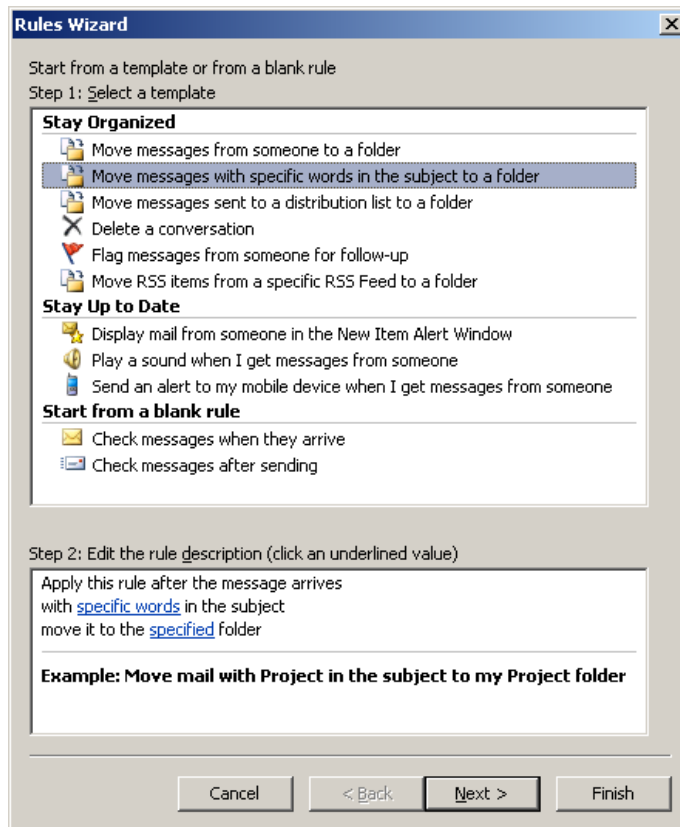
1. Click on Tools → Rules and Alerts...



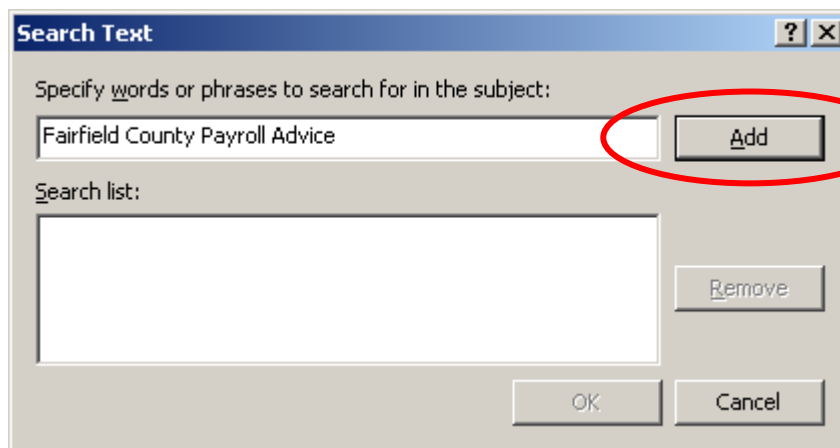
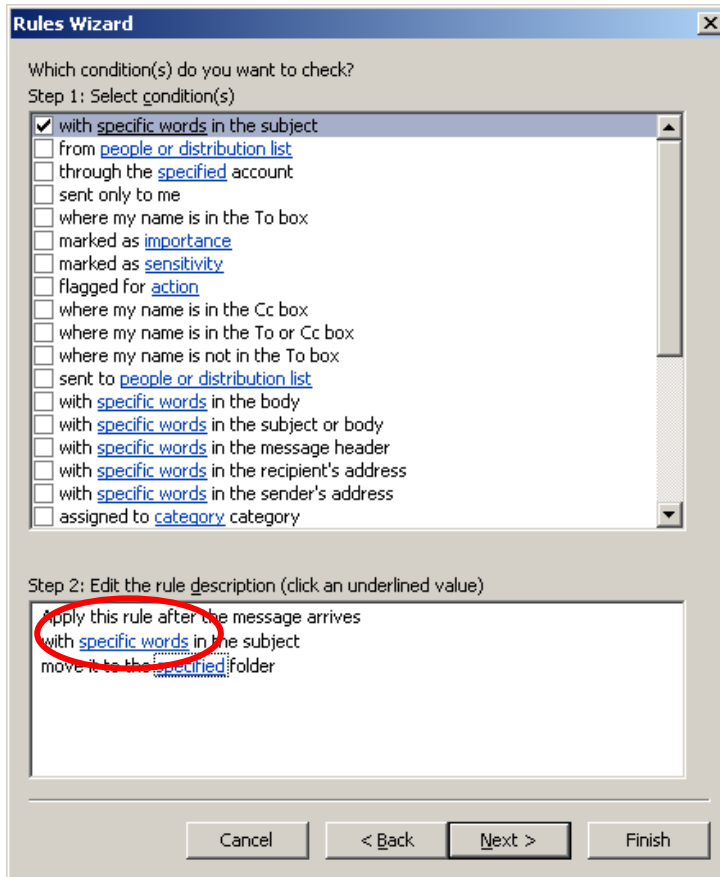
2. Click on New Rule...



3. Click “Move messages with specific words in the subject to a folder” and then click Next.

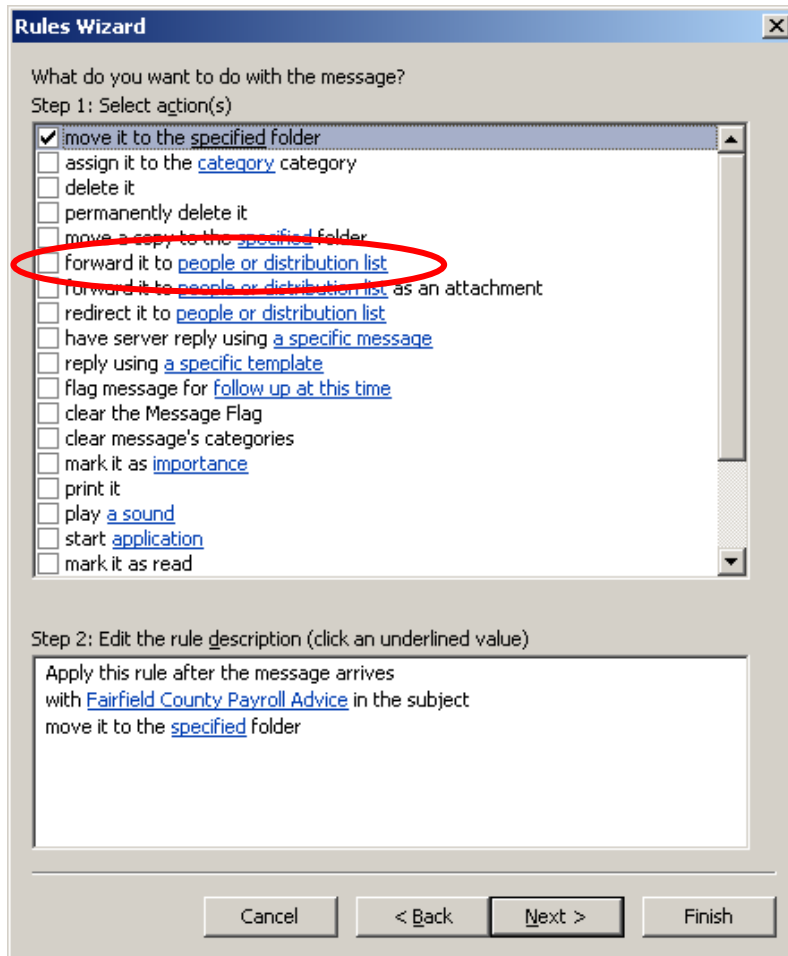


4. On the next screen, Step 1 is fine. In Step 2, click “specific words” and enter “Fairfield County Payroll Advice” into the box that pops up and click Add and then Ok.

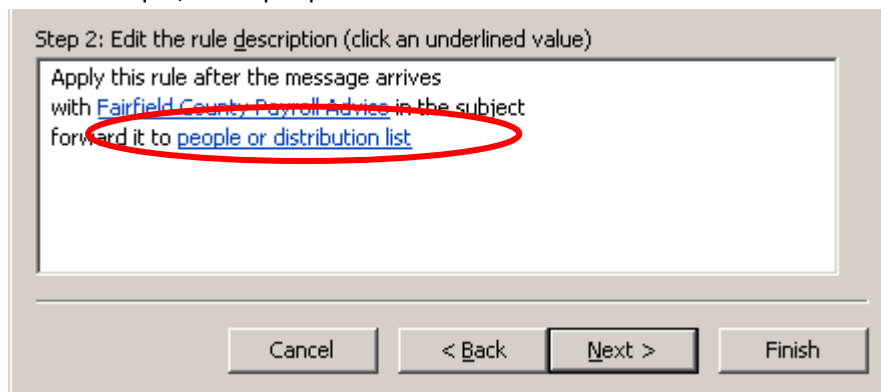


5. Click next.

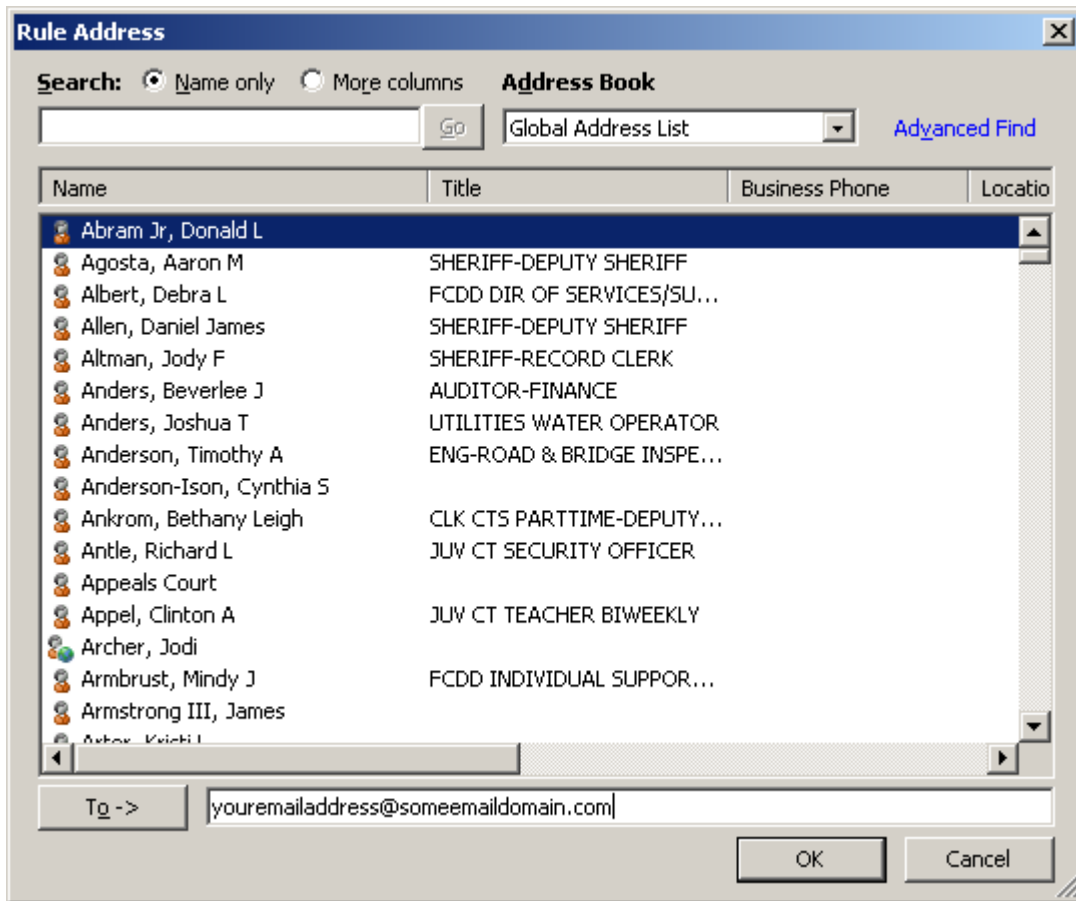
6. The following box will appear. Uncheck “move it to the specified folder” and check “forward it to people or distribution list.”



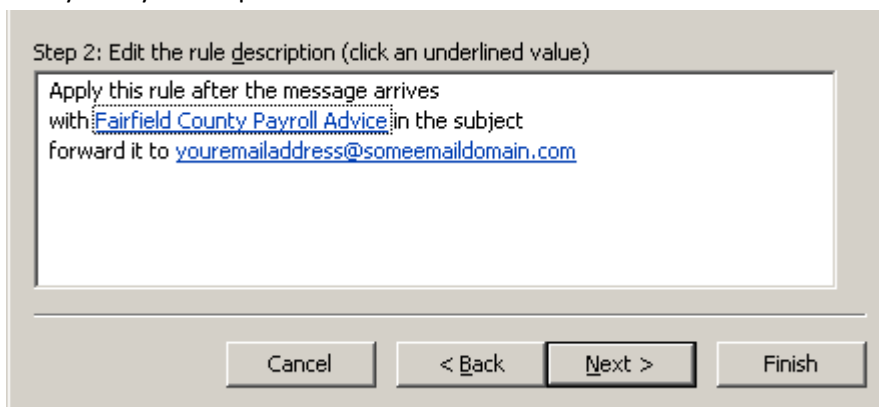
7. Then in Step 2, click “people or distribution list.”



8. Enter your personal email address in the To box. Click Ok



9. Verify that your Step 2 looks like this...



10. Click Next.

11. Click Next, the following screen will appear. You do not have to do anything on this screen. Click Next.

Rules Wizard

Are there any exceptions?
Step 1: Select exception(s) (if necessary)

- except if from people or public group
- except if the subject contains specific words
- except through the specified account
- except if sent only to me
- except where my name is in the To box
- except if it is marked as importance
- except if it is marked as sensitivity
- except if it is flagged for action
- except where my name is in the Cc box
- except if my name is in the To or Cc box
- except where my name is not in the To box
- except if sent to people or public group
- except if the body contains specific words
- except if the subject or body contains specific words
- except if the message header contains specific words
- except with specific words in the recipient's address
- except with specific words in the sender's address
- except if assigned to category category

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

Apply this rule after the message arrives
with Fairfield County Paycheck Advice in the subject
forward it to your e-mail address.com

Cancel < Back Next > Finish

12. You will now create a name for the Rule.

Rules Wizard [X]

Finish rule setup.

Step 1: Specify a name for this rule

Fairfield County Payroll Advice

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives with Fairfield County Payroll Advice in the subject forward it to youremailaddress@someemaildomain.com

Cancel < Back Next > Finish

13. Click finish.