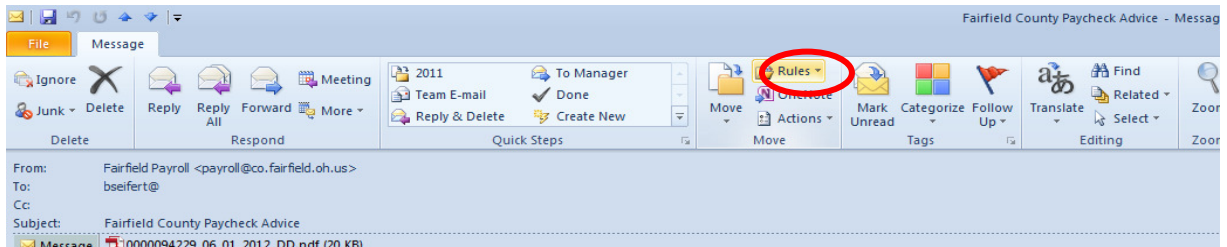
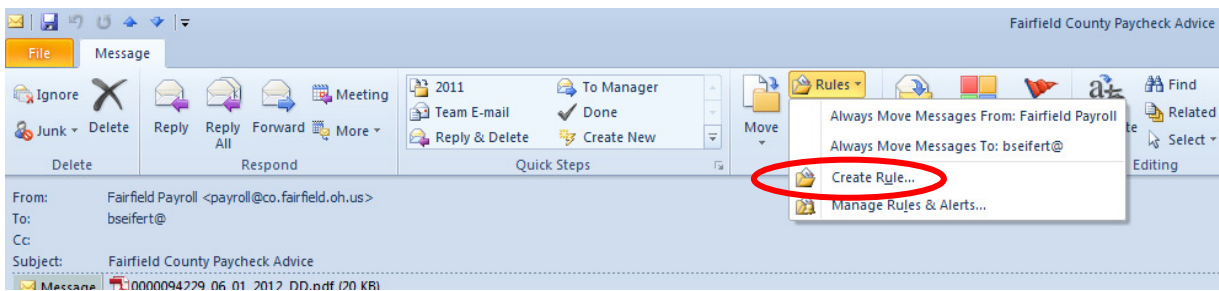


INSTRUCTIONS FOR FORWARDING PAYROLL E-MAIL TO A PERSONAL E-MAIL ACCOUNT

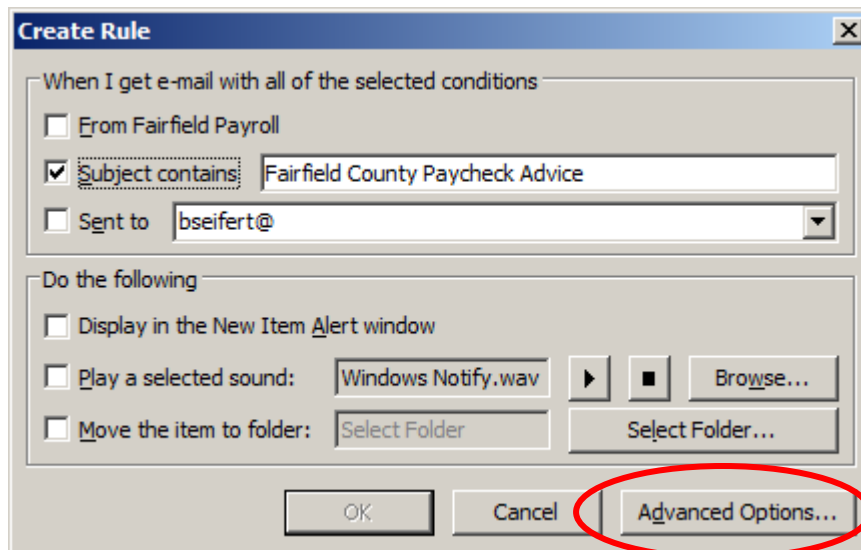
1. Open the e-mail that you would like to have forwarded. Click on Rules in the toolbar.



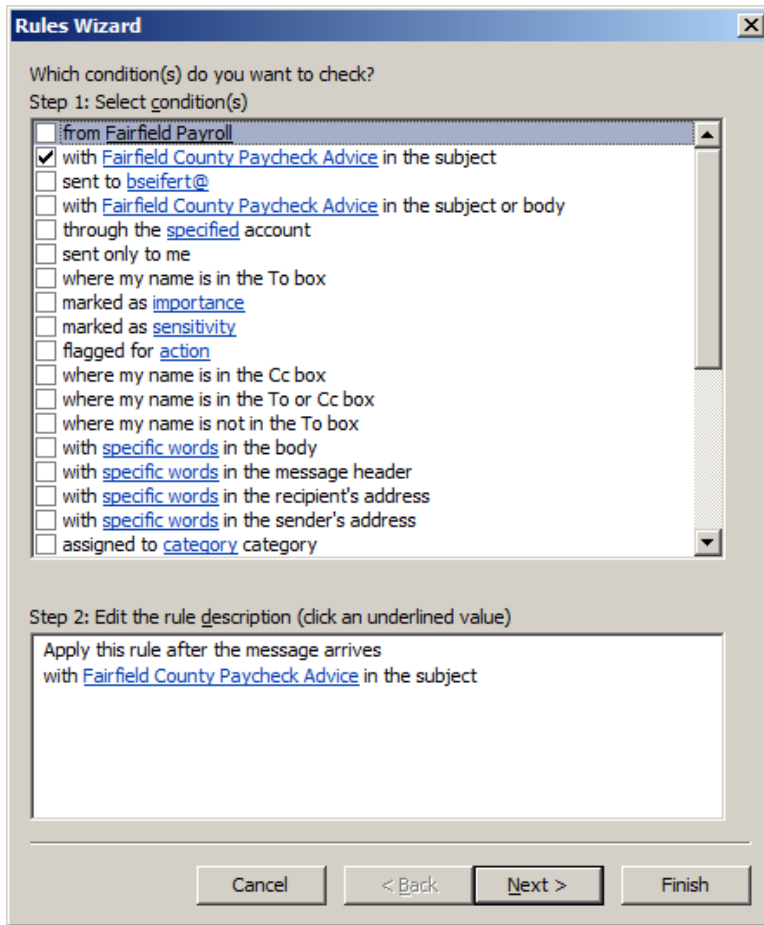
2. Click on Create Rule.



3. Check the "subject contains" box and then click on Advanced Options

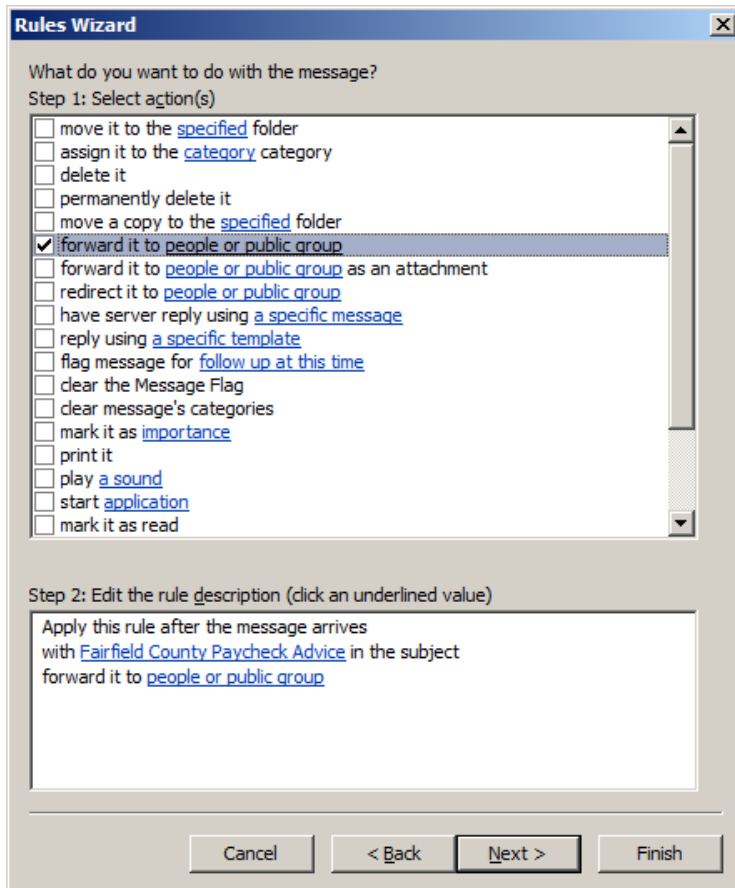


4. The following box will appear.

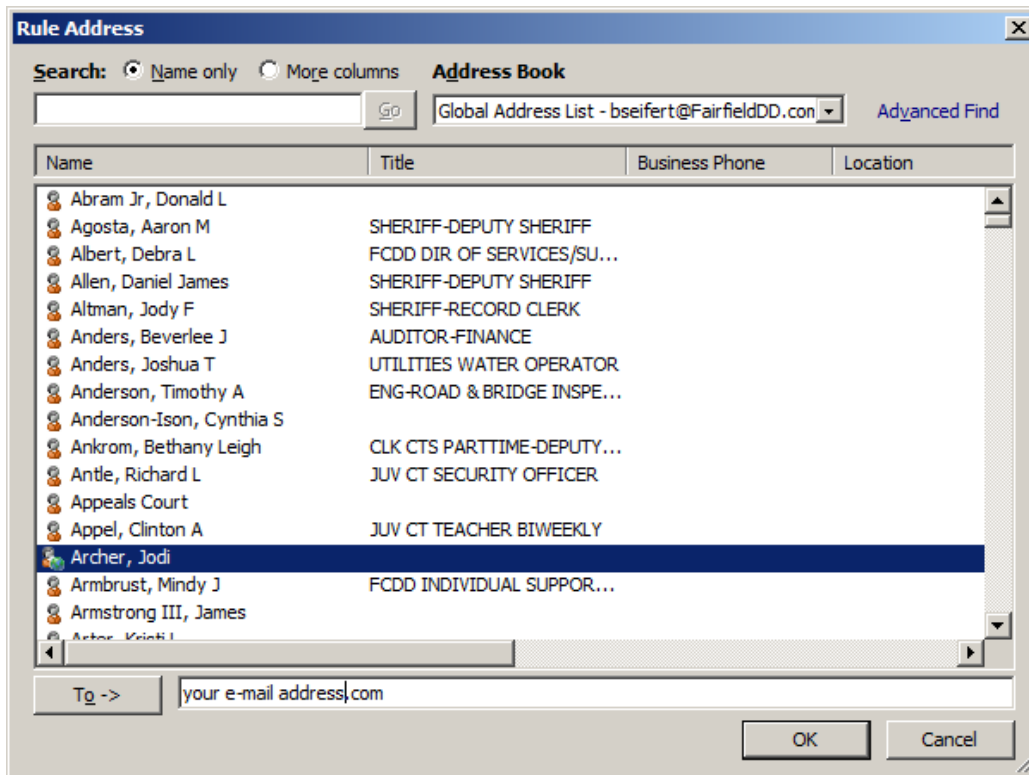


Verify that the box “with Fairfield County Paycheck Advice in the subject” is checked. Click Next

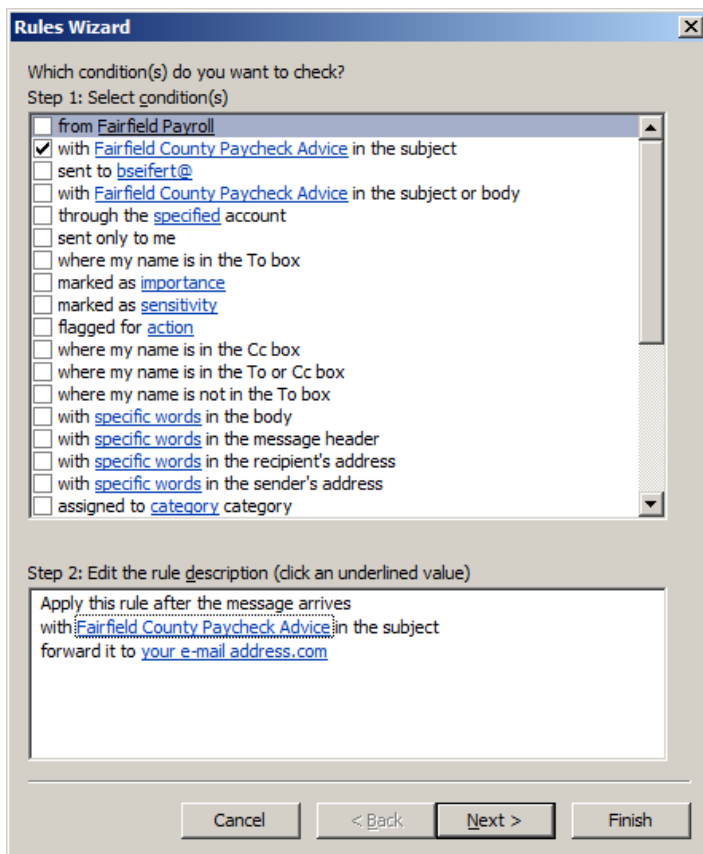
5. Click on the “forward it to people or public group” box in Step 1 (top box). In step 2 (bottom box you should see a step added “forward it to people or public group” Click on “people or public group.



6. The following box will appear:



Type your personal e-mail address in the To-> box. Hit OK. Your e-mail address should now show.



7. 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

8. 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 Paycheck 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 Paycheck Advice in the subject forward it to your e-mail address.com

Cancel < Back Next > Finish

Click finish.