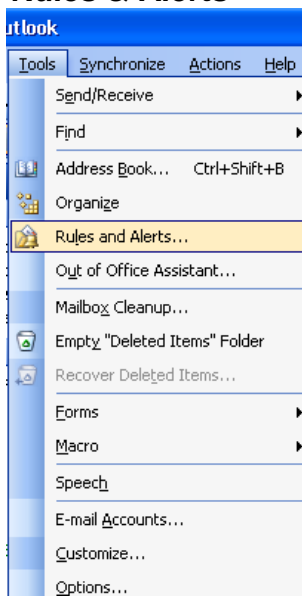


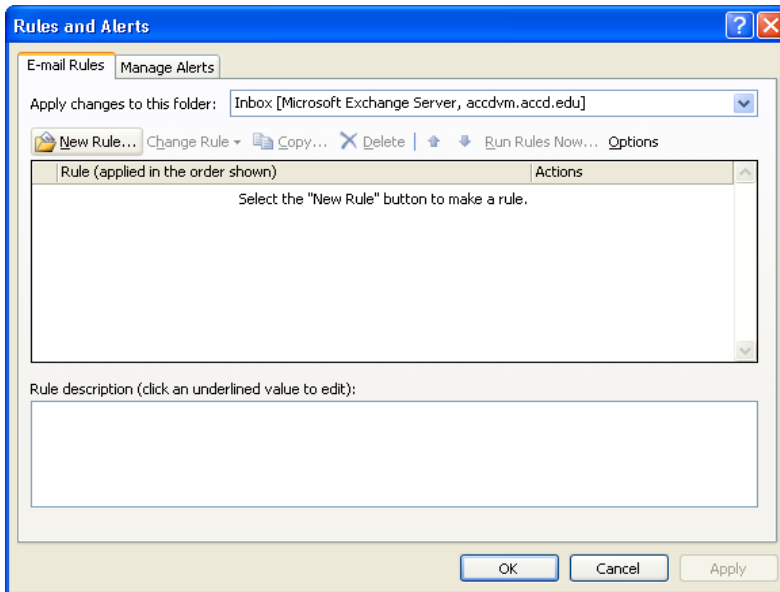
Rule – New Email Address Notification

The ACCD.EDU email server will be decommissioned on December 2007. As a result, ACCD.EDU email addresses will no longer be available after December 2007. This Help Guide will show you how to setup a rule to inform people of your new email address. This rule should be created only after your exchange account (@mail.accd.edu) is setup in Outlook 2003. User can also notify associate about the email change through the use of email signatures. For more information the signature help guide is available here >> [Signature Line](#).

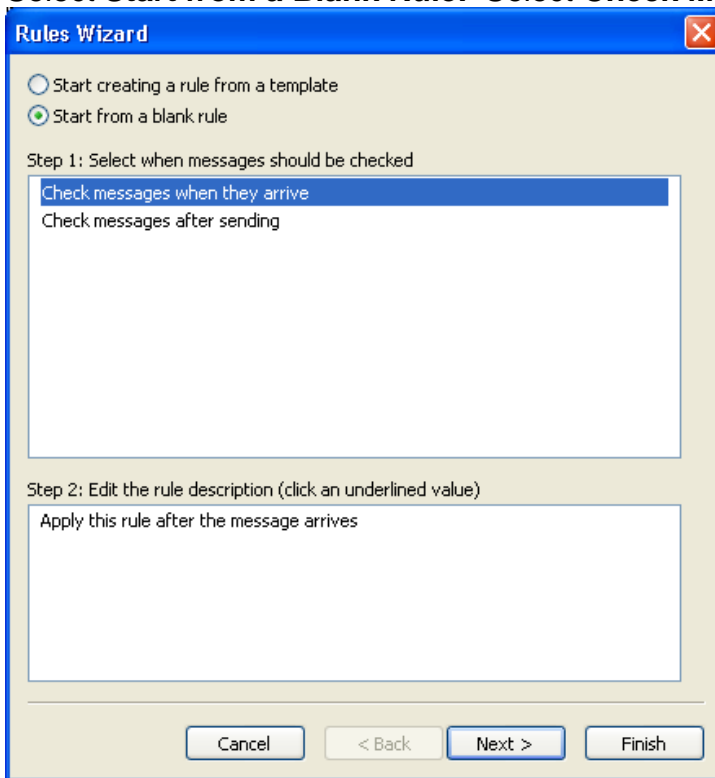
- Open Outlook
- From the menu bar select **Tools > Rules & Alerts**



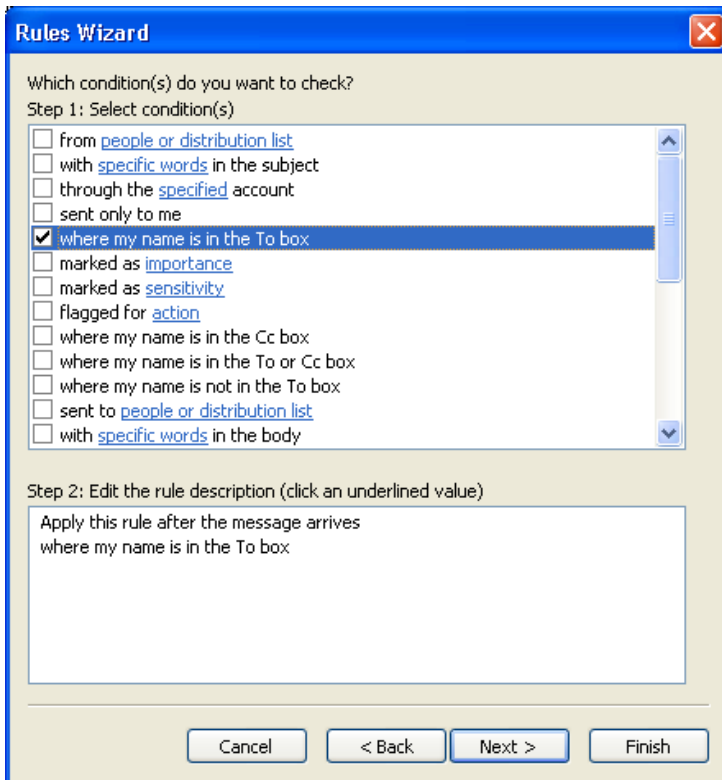
- The rules and Alert Dialog box will appear. Select the **New Rule** button.



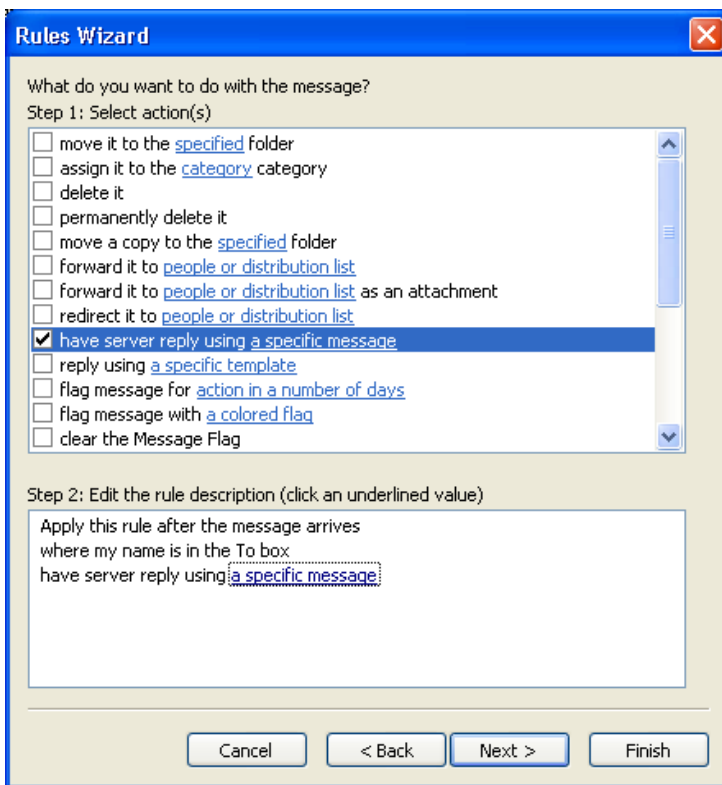
- Select **Start from a Blank Rule**. Select **Check Messages When They Arrive**. Click **Next**.



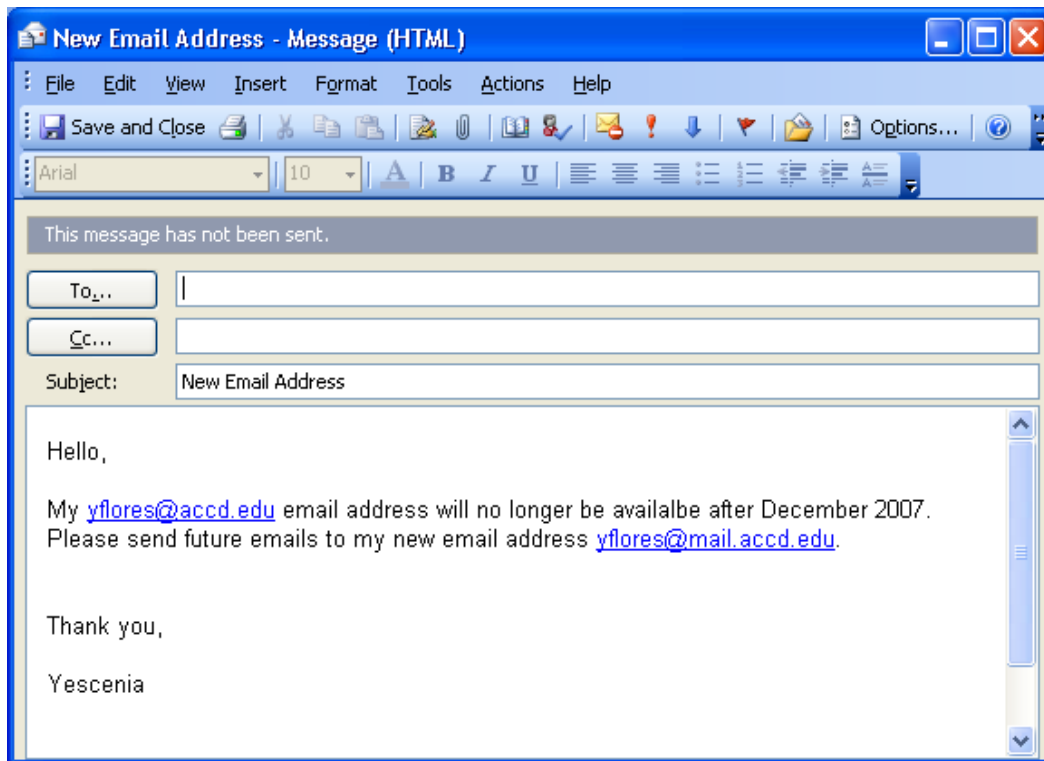
- Check **Where my Name is in the To or Cc box**. Click **Next**.



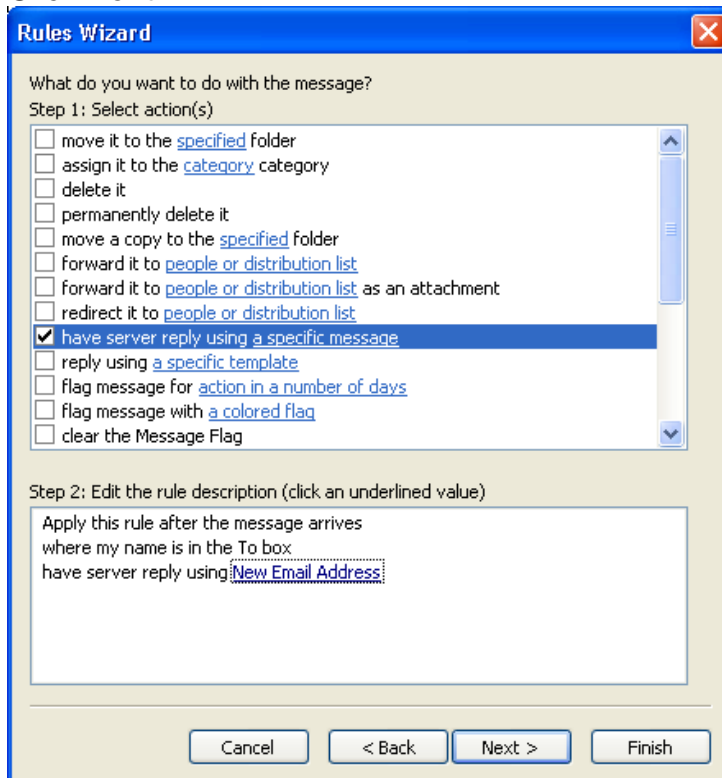
- Check **Have Server Reply Using a Specific Message**. Click on **A Specific Message** (link located on Bottom portion).



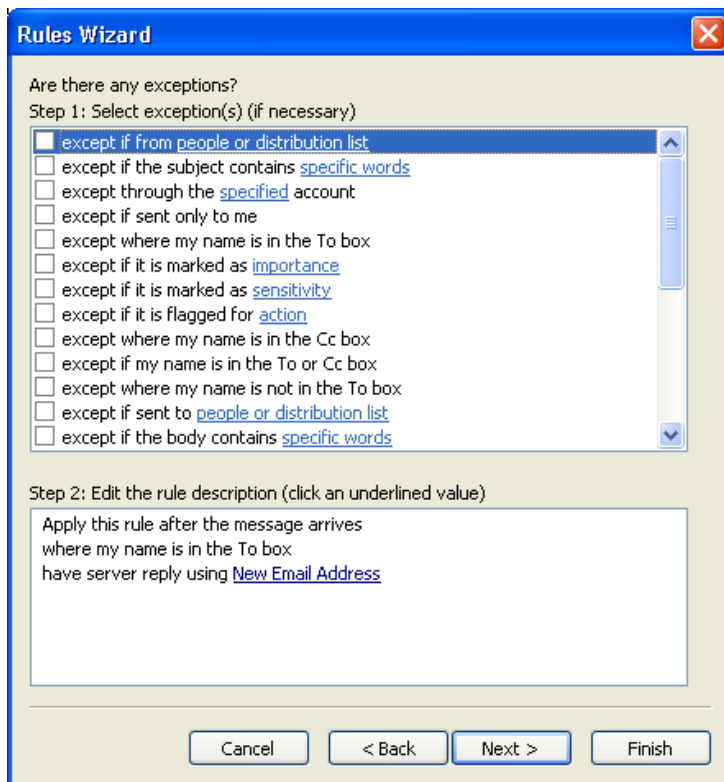
- Create the message as you would like it to appear. You do not have to address the message to anyone. Provide a **Subject**. Click **Save and Close**.



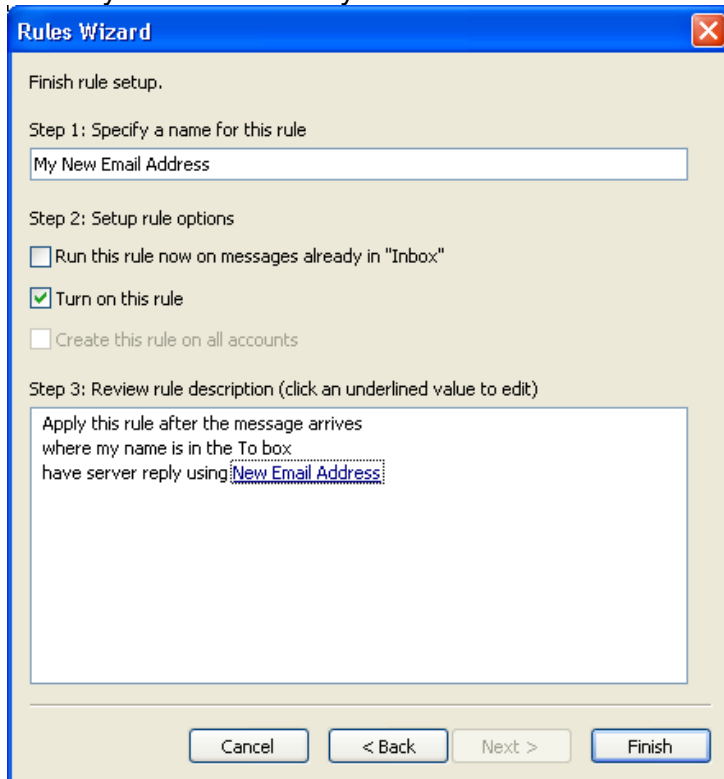
- Click **Next**.



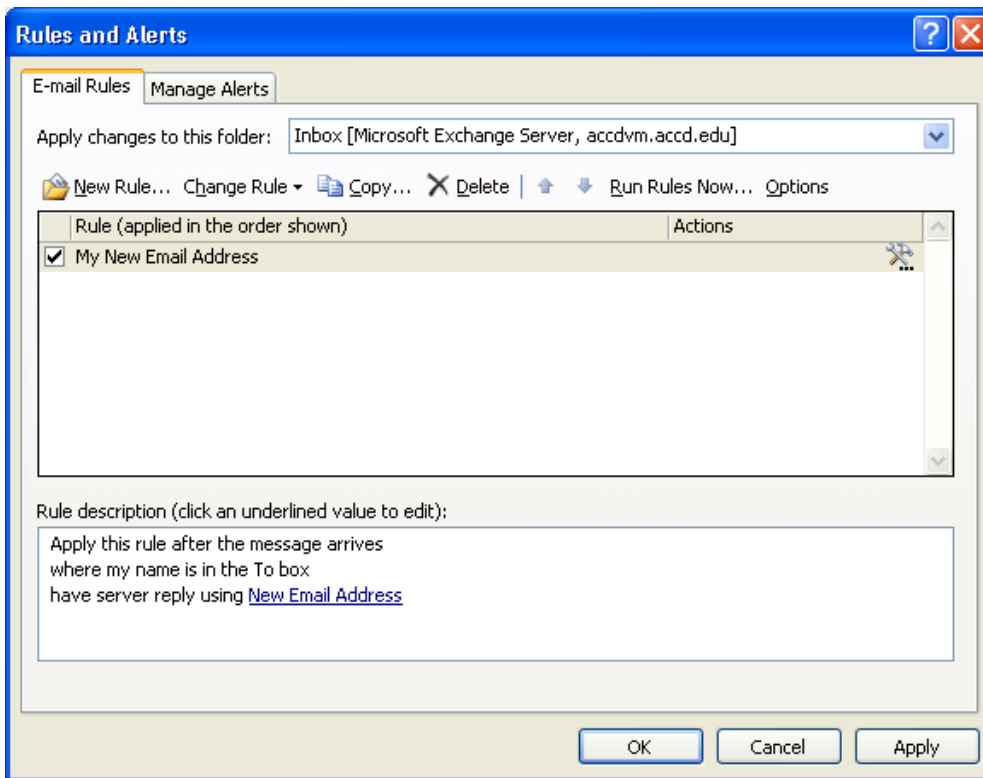
- Click **Next**.



- Name your rule – ex. My New Email Address. Click **Finish**.



- Click **Apply**. Then click **OK** and **Restart Outlook**.



Congratulations! Your Rule is set up! People who email you will automatically receive your message.