

VicVenturers Unit Mail - automatically forwarding incoming emails

As part of every Unit being given a Microsoft Teams account, each unit also has a `unitname@vicventurers.com.au` email address. VVC will use these email addresses to send information to units, so it's important to make sure emails are being checked or redirected. To redirect these emails, go to mail.office365.com and sign in using your Unit's vicventurers.com.au address and password (eg. `1st-Unit@vicventurers.com.au`)

1. Click the Gear symbol  in the top right to open your settings. Type "rules" in the search and click "Inbox rules".
2. Click  Add new rule to create a new rule.
3. Give your new rule a name and select "Add a condition". Scroll to the bottom and choose "Apply to all messages"
4. Go to "Add an action", choose either "Forward to" or "Redirect to", then type the email address you want messages forwarded to into the text box. If you wish to forward to multiple addresses, you can type them all into the text box.
5. Click on the "Save" button at the bottom to save your rule.

Now wait for emails to be forwarded or redirected to where you chose.