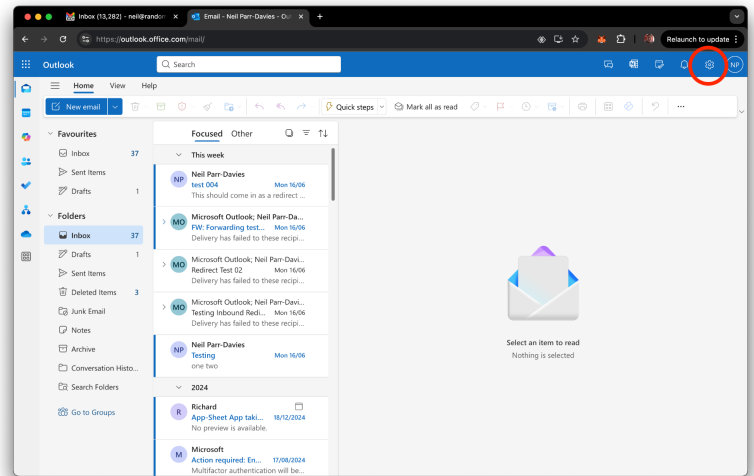
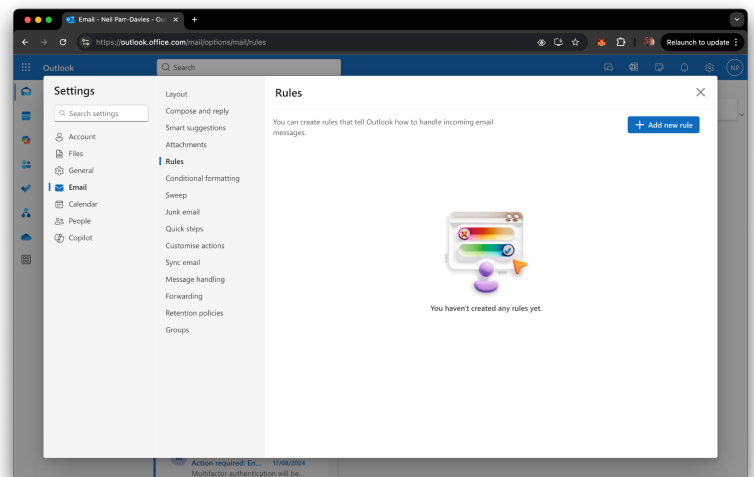


Setting up a Redirect in Outlook

- 1 Open a web browser, and go to outlook.office.com
Log in with the account used for Your Own CCC Assignments Email Address
Click on the cog icon in the top right (highlighted)



- 2 Click on 'Rules' in the second column
Click the '+ Add new rule' button



3

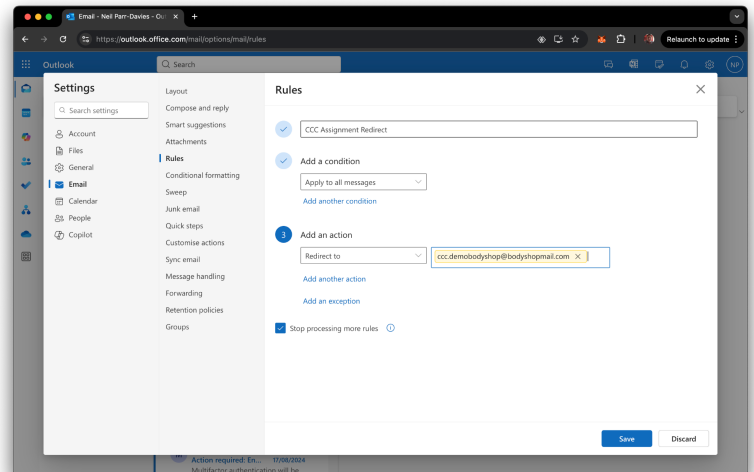
In section 1, enter a name for the rule, eg CCC Assignment Redirect

In section 2, click on the dropdown, scroll to the bottom, and select 'Apply to all Messages'

In section 3, click on the dropdown, scroll to the bottom, and select 'Redirect To'

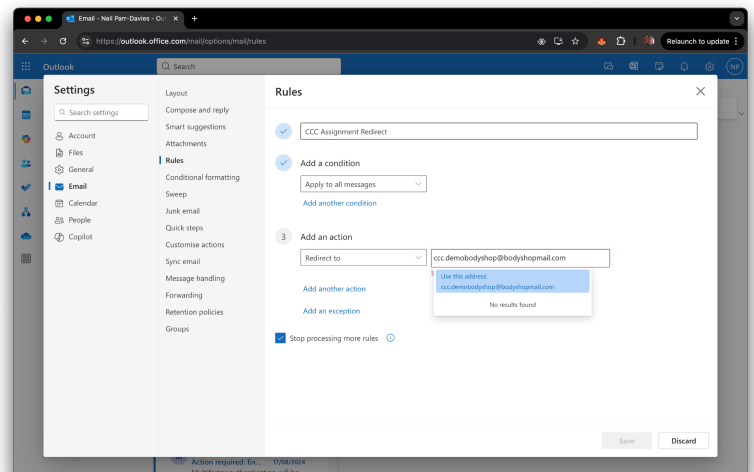
Enter the BodyShop Booster CCC Assignments Email Address.

*Note that this will redirect **all** email sent to Your Own CCC Assignments Email Address. If you don't have a specific email address only used for CCC Assignments, you'll need to apply different settings here to ensure that you only redirect the assignment emails, not all emails. For example, you could choose to select "Sender Address Includes" instead of "Apply to All Messages" in section 2, and specify that all email arriving from either donotreply@cccis.com or do_not_reply@cccis.com are redirected. This should be done with caution in case you accidentally redirect emails from CCC that are not email assignments or accidentally do not redirect all assignment emails.*



4

If you are typing this email address in instead of pasting it in, you may need to click 'Search Directory' then 'Use this address' to have it saved.



5

Click on Save, you will be redirected back to the Rules page and should see the rule you created, this should be toggled on (ie the slider switch is to the right and shown in blue) if it is not already.

