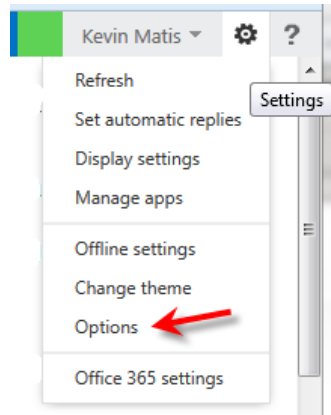


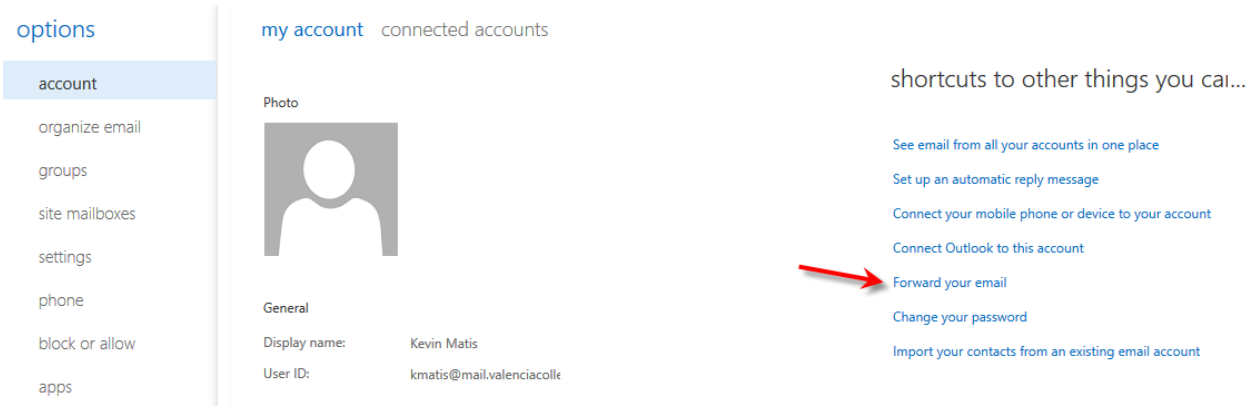
Login into your Atlas email

Click on the “settings” icon in the top right

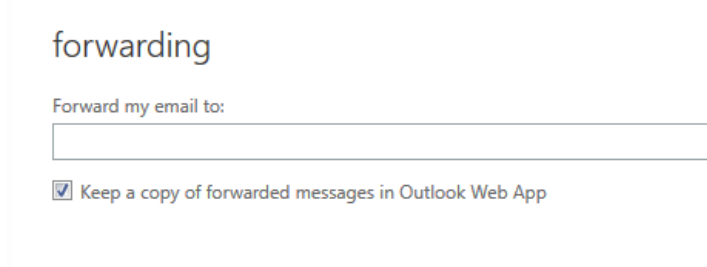
And select Options



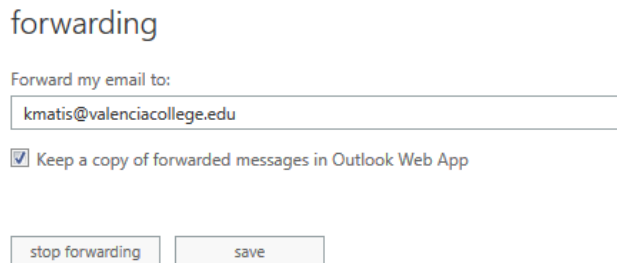
Click on “account” and then “forward your email”



Verify there is nothing in the forwarding box and the box is checked to keep a copy.



If your name is in the box, click on “stop forwarding”



Click on Organize email and verify these settings, check or uncheck to match

options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

inbox rules

automatic replies delivery reports retention policies

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule

To learn how to forward your email to another mailbox using Inbox rules, [click here](#).



On	Rule
----	------

Redirect Emails From Atlas to Outlook

[Apply to all messages]

Verify you have only one “Redirect Emails From Atlas to Outlook” rule, if there are two keep only the top one checked

options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

inbox rules

automatic replies delivery reports retention policies

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule

To learn how to forward your email to another mailbox using Inbox rules, [click here](#).



On	Rule
----	------

Redirect Emails From Atlas to Outlook

Redirect Emails From Atlas to Outlook

[Apply to all messages]

Click on the circled arrow to return to your inbox and your account is ready.

Office 365



options

account

organize email

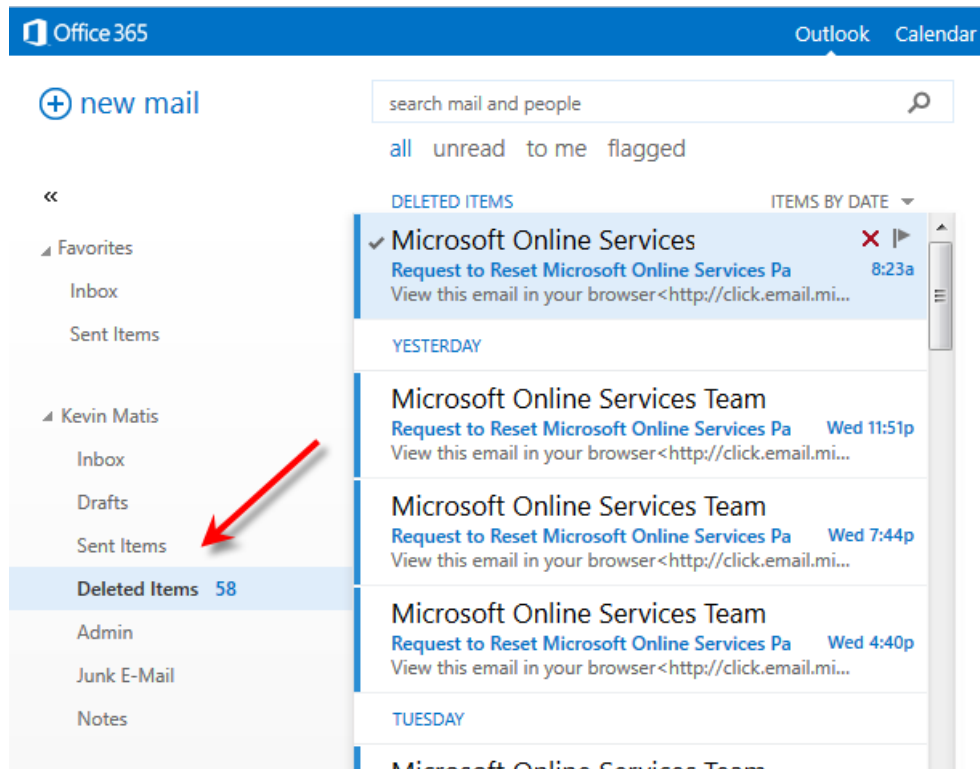
inbox rules

automatic replies delivery reports retention policies

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule

To learn how to forward your email to another mailbox using Inbox rules, [click here](#).

To search, click on Deleted Items.



Type in a key word to search and enter or click on the magnifying glass.

