

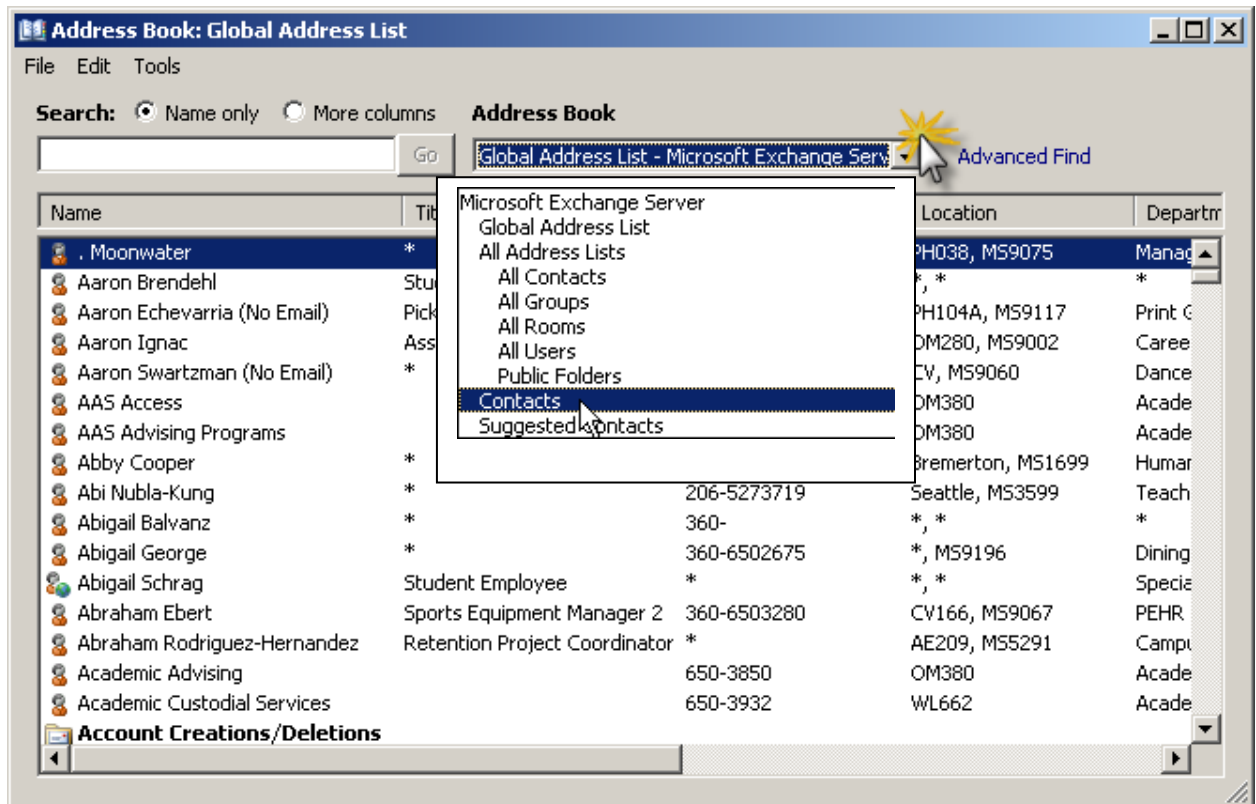
# FORWARDING EMAIL MESSAGES FROM OUTLOOK TO YOUR MOBILE PHONE

(Using Microsoft Office Professional Plus 2010)

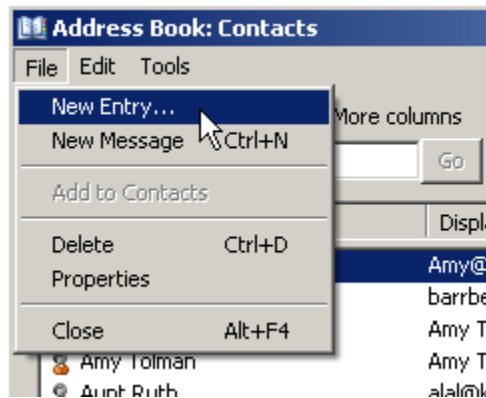


This requires a couple of setup processes in Outlook:

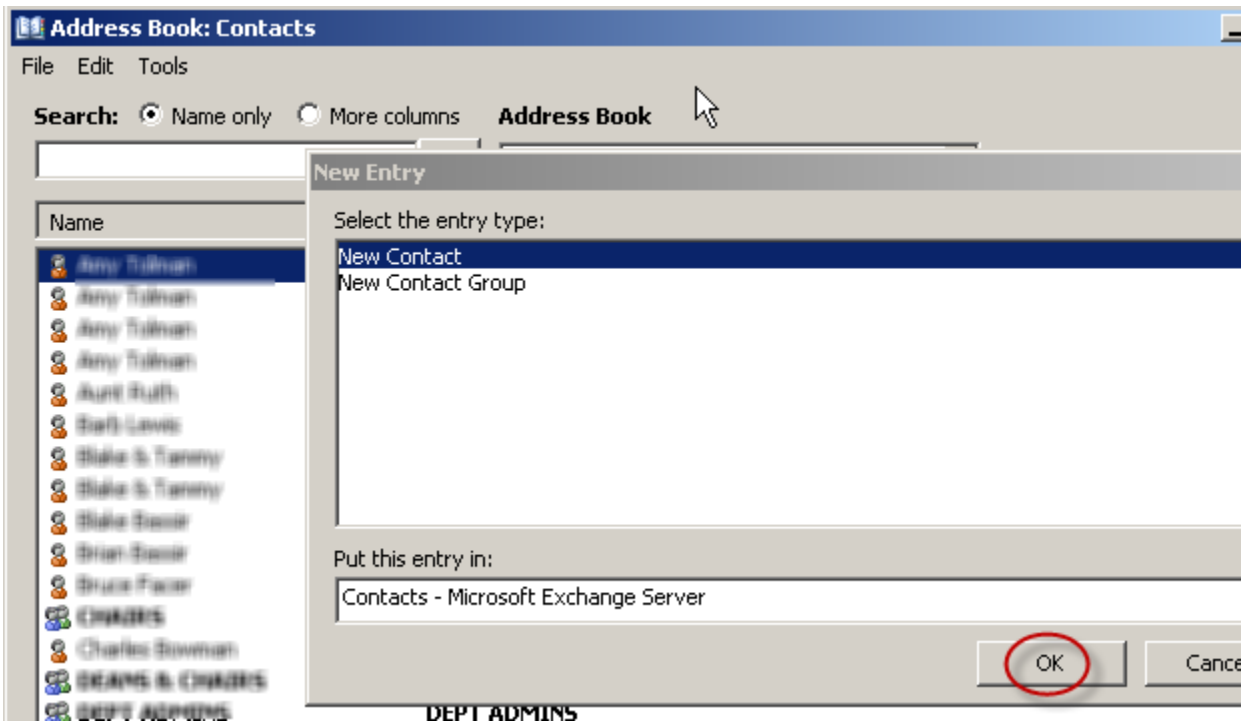
1. Find out your 10-digit text message address for your carrier
  - a. AT&T is [360224xxxx@txt.att.net](mailto:360224xxxx@txt.att.net)
  - b. Verizon is [360927xxxx@vtext.com](mailto:360927xxxx@vtext.com)
2. Set up a contact
  - a. Click on Address Book at the top of the page under the Home tab
  - b. Click on the Address Book down arrow, then click on Contacts



- c. Click on file, New Entry



- d. Click on New Contact, then OK



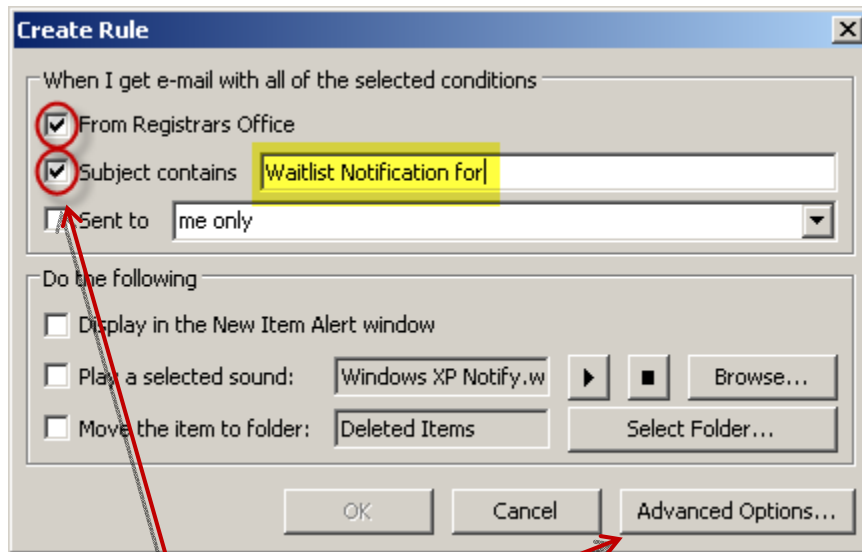
- e. Fill in Full Name and enter your 10-digit text message address that you found in #1.

The screenshot shows a contact form with the following fields filled out: 'Full Name...' is 'First Last Name'; 'Company:' is empty; 'Job title:' is empty; 'File as:' is 'Name, First Last'; 'Internet' section: 'E-mail...' is '360xxxxxxx@att.txt.net'; 'Display as:' is 'First Last Name (360xxxxxxx@att.txt.net)'; 'Web page address:' is empty; 'IM address:' is empty; 'Phone numbers' section is partially visible at the bottom.

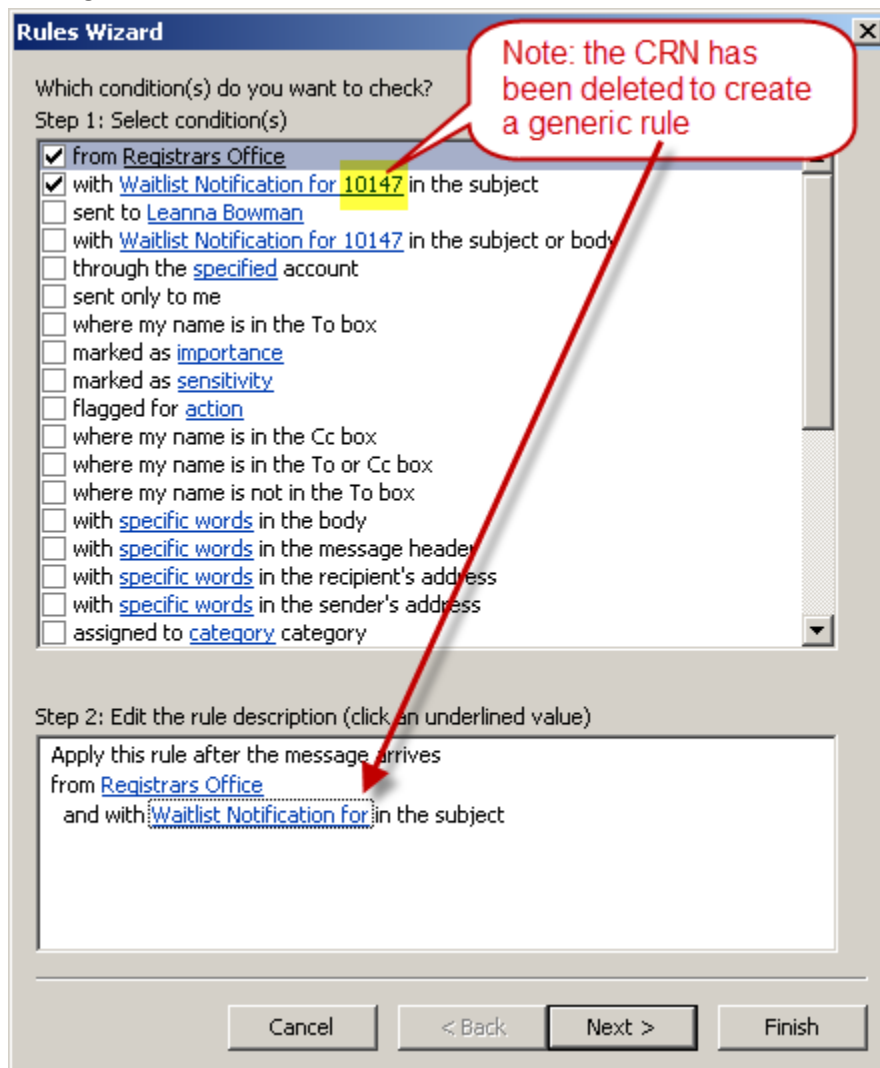
### 3. Set up an Outlook Rule

- Open Outlook and click on the message you wish to forward (if you have previously received a waitlist email)
- Click on Rules located at the top under the Home tab.
- Click on create rule Create Rule...
- A popup box will display with the from and subject boxes from the email you clicked on (If you have previously received one of the emails you want to forward, the information will be displayed).

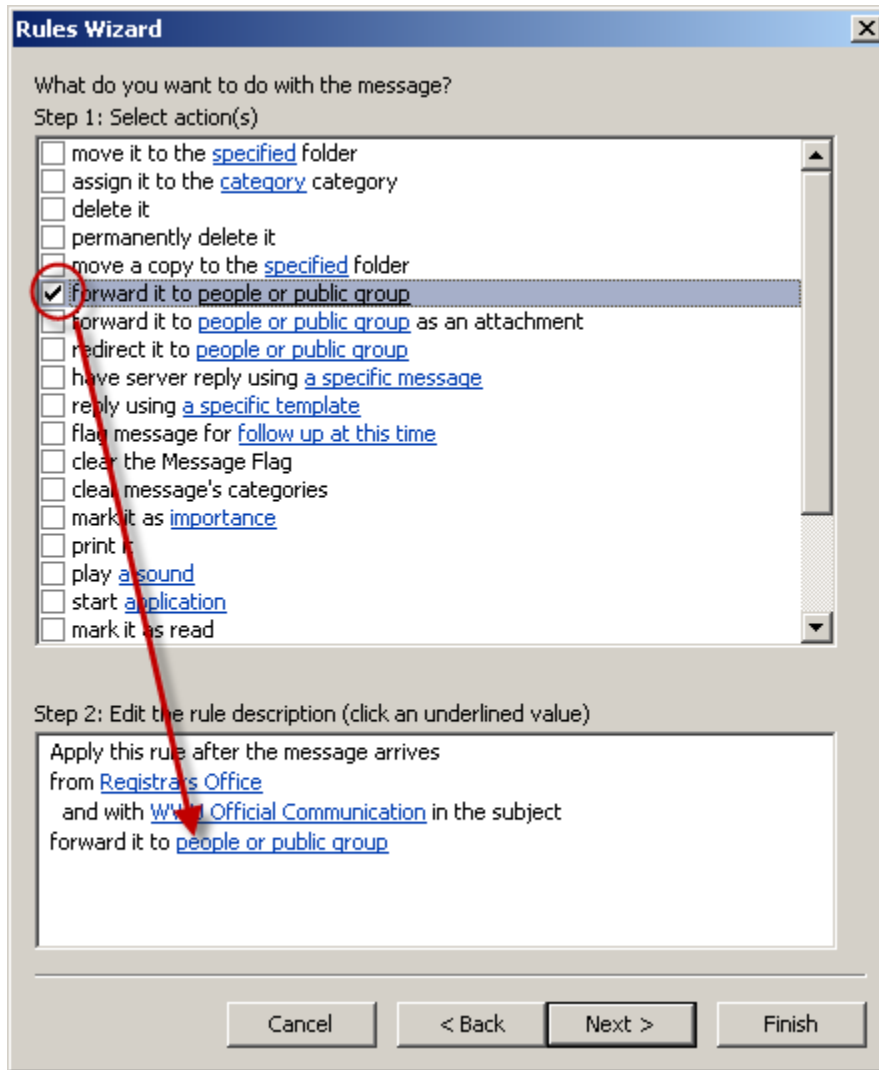
Otherwise, you will need to change the information that is displayed.)



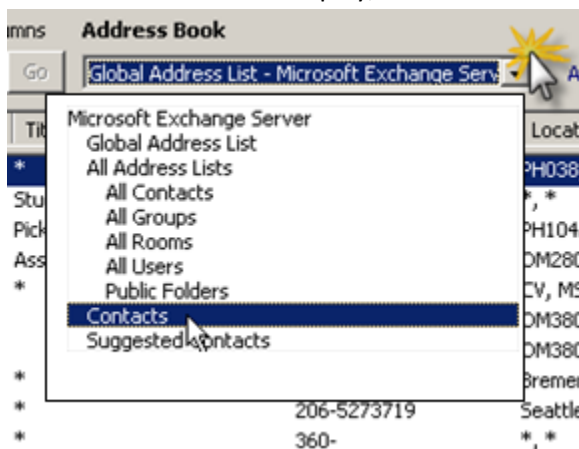
- Click the conditions you want to use to isolate the waitlist messages
- Click Advanced Options
- The options you clicked will display in the Rule Wizard popup
- You can make changes to the highlighted, underlined text by clicking on the text and typing the correct verbiage



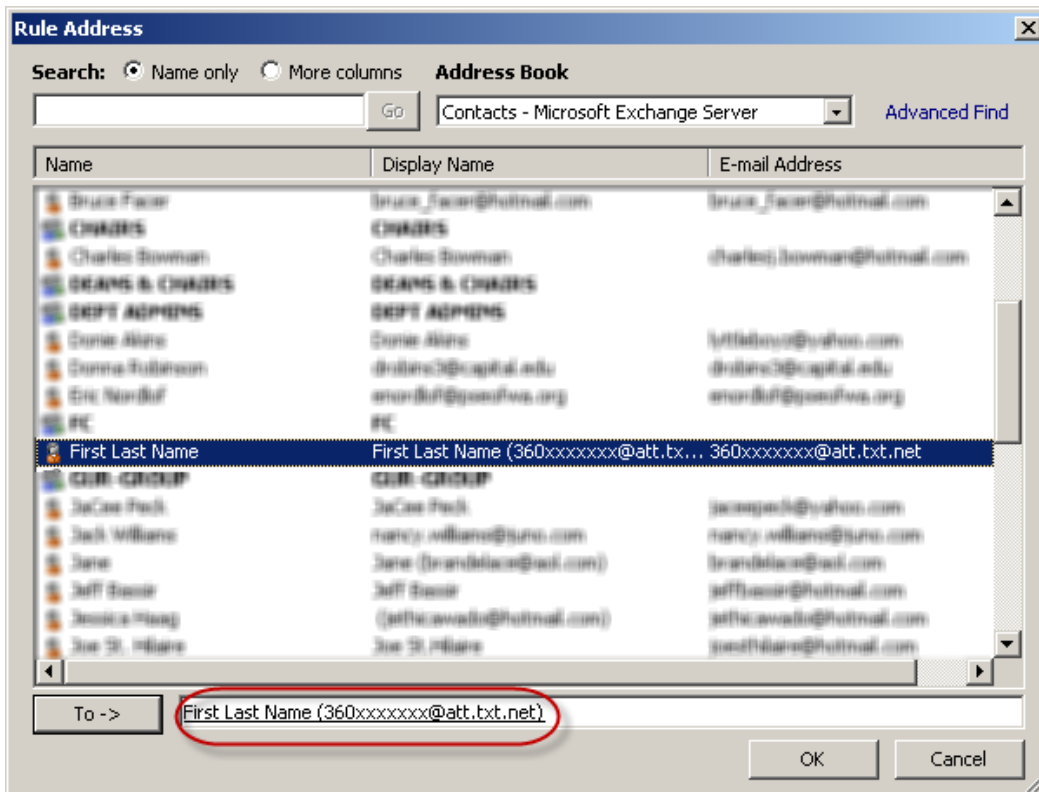
- i. Click Next
- j. Click the box next to *forward it to people or public group*



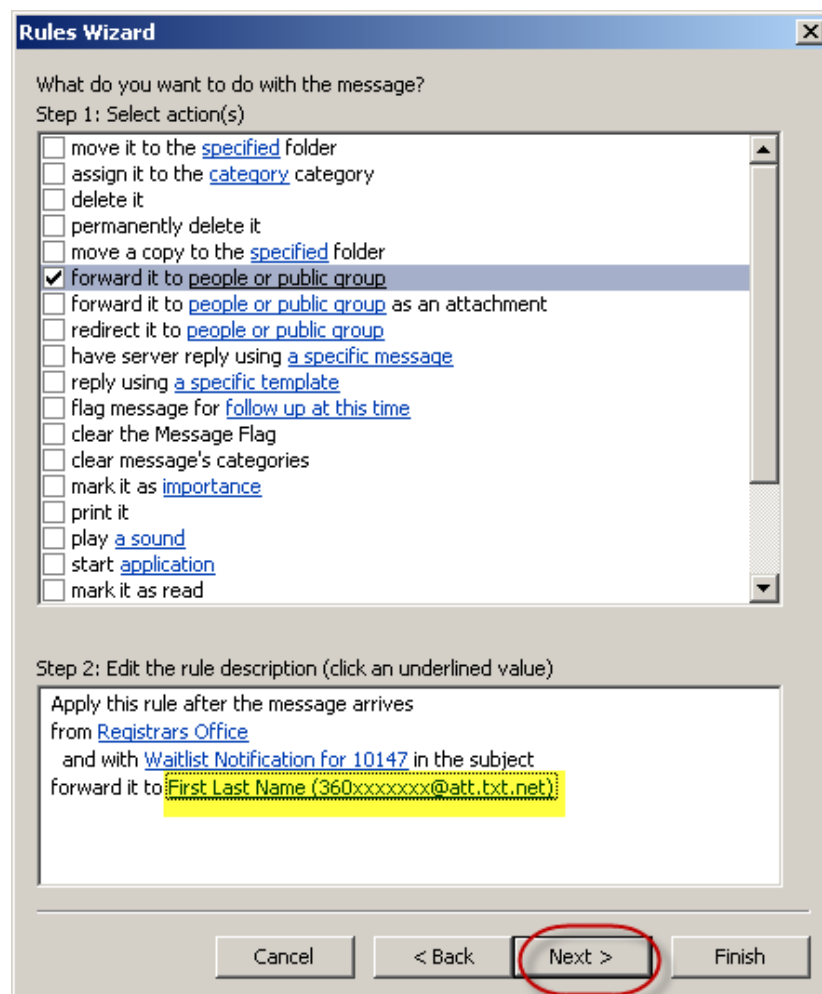
- k. Click on [people or public group](#)
- l. Your Address Book will display, click on the arrow down and choose Contacts



- m. Double click on the address you created in 2. e.



- n. Click OK  
o. Click Next



- p. Click Next again to skip the Exceptions
- q. Click Finish to turn the rule on

