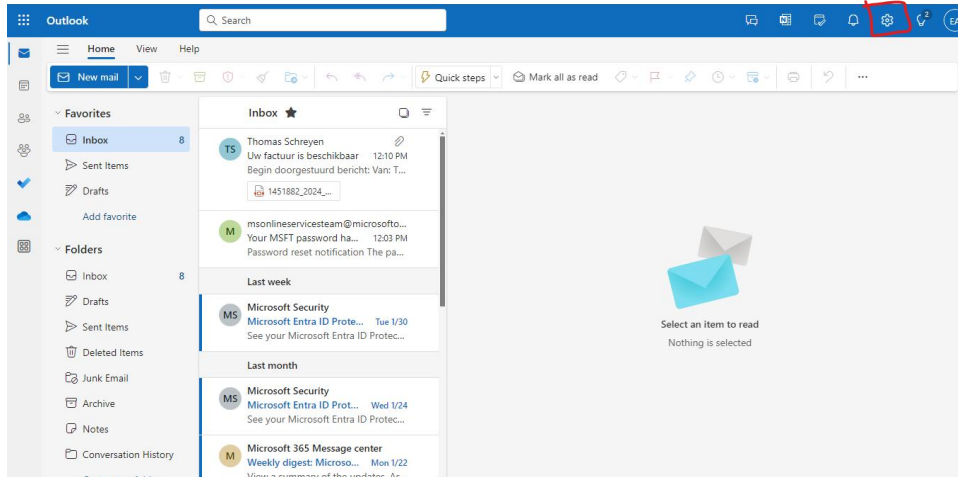
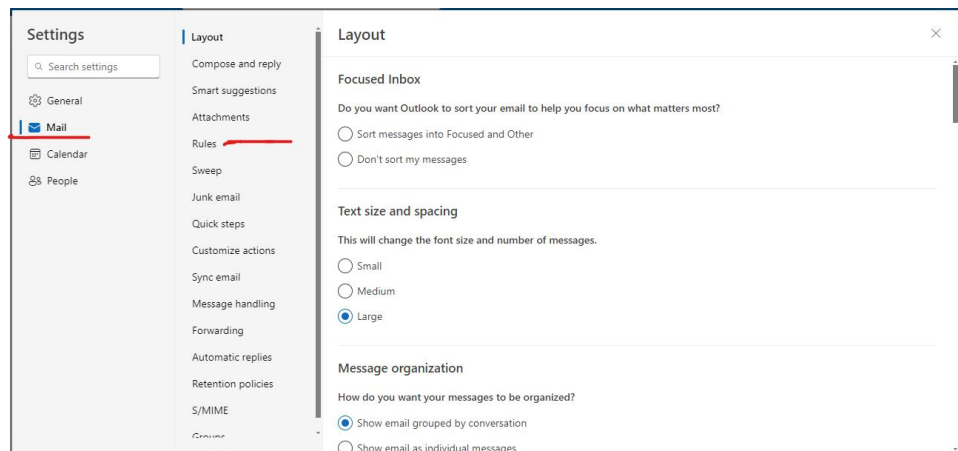


STEP BY STEP INSTRUCTION ON HOW TO CREATE OUTLOOK RULE

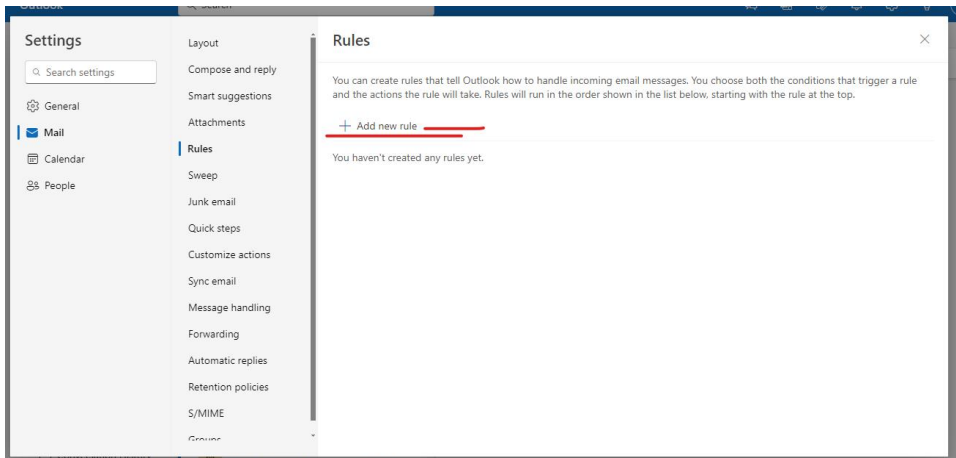
1. Navigate to Outlook via the web <https://outlook.office.com/mail/> and sign in with your credentials.
2. From Outlook on the web, navigate to Settings with the Gear icon



3. Click on Rules

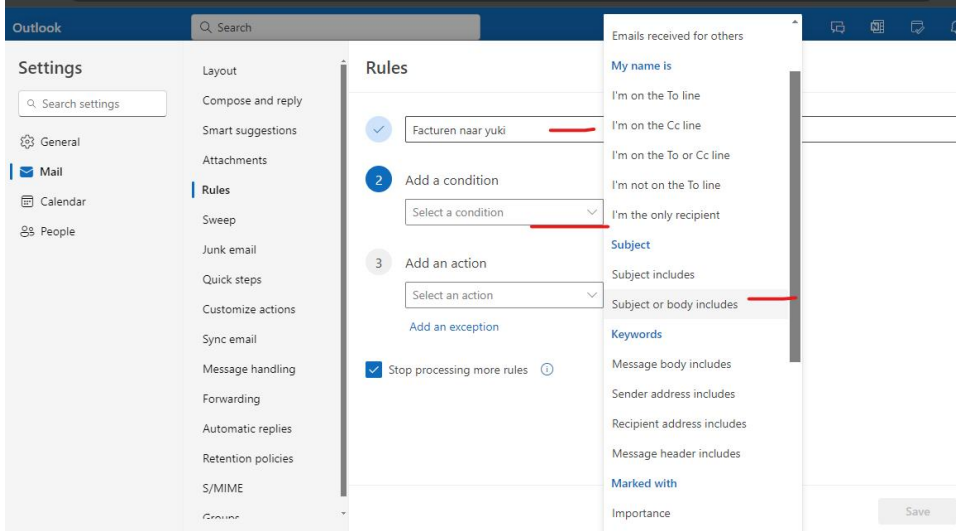


4. From Rules, click on Add new rule

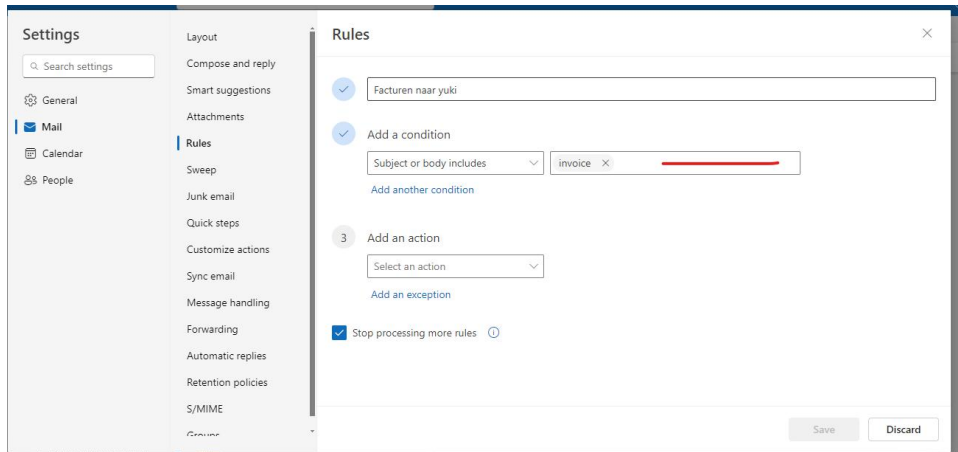


5. Give the rule a name

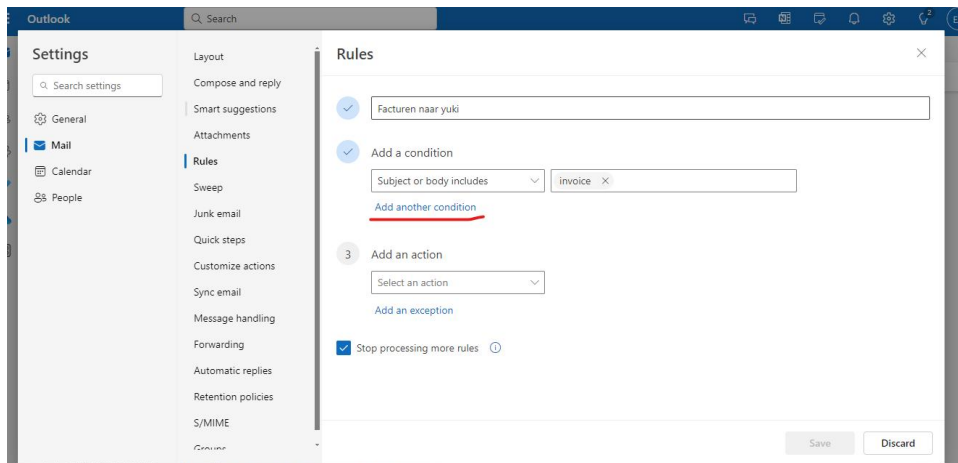
6. Click on Select a condition dropdown and choose Subject or body includes



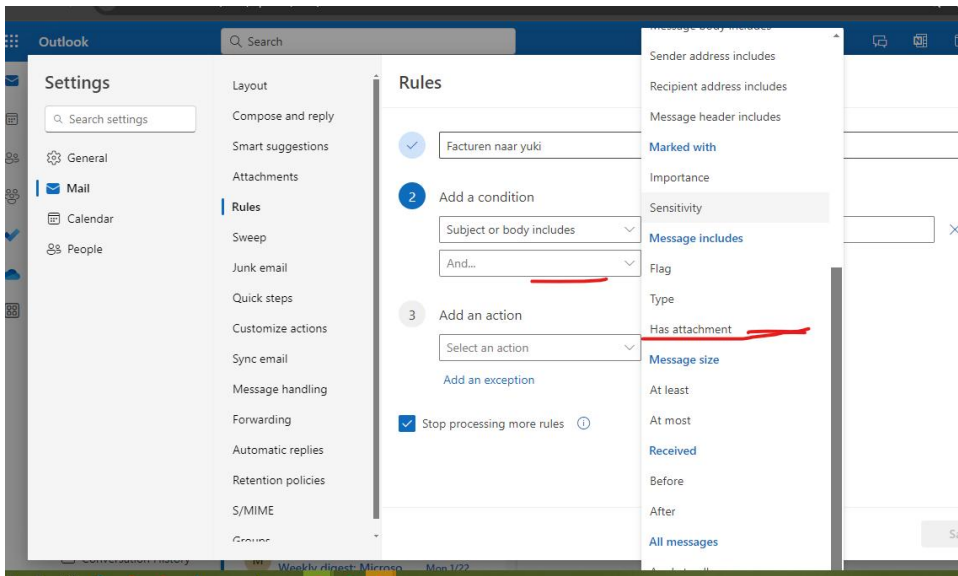
7. Type in invoice in the text box field



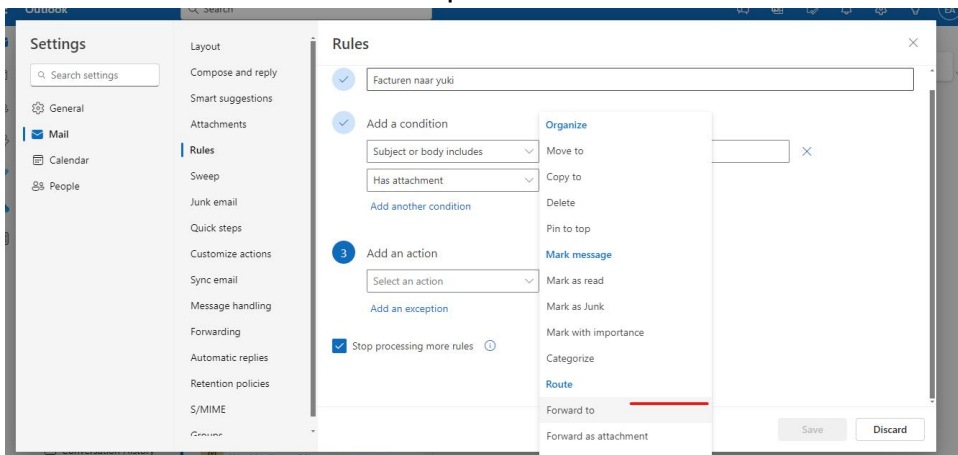
8. Click on Add another condition



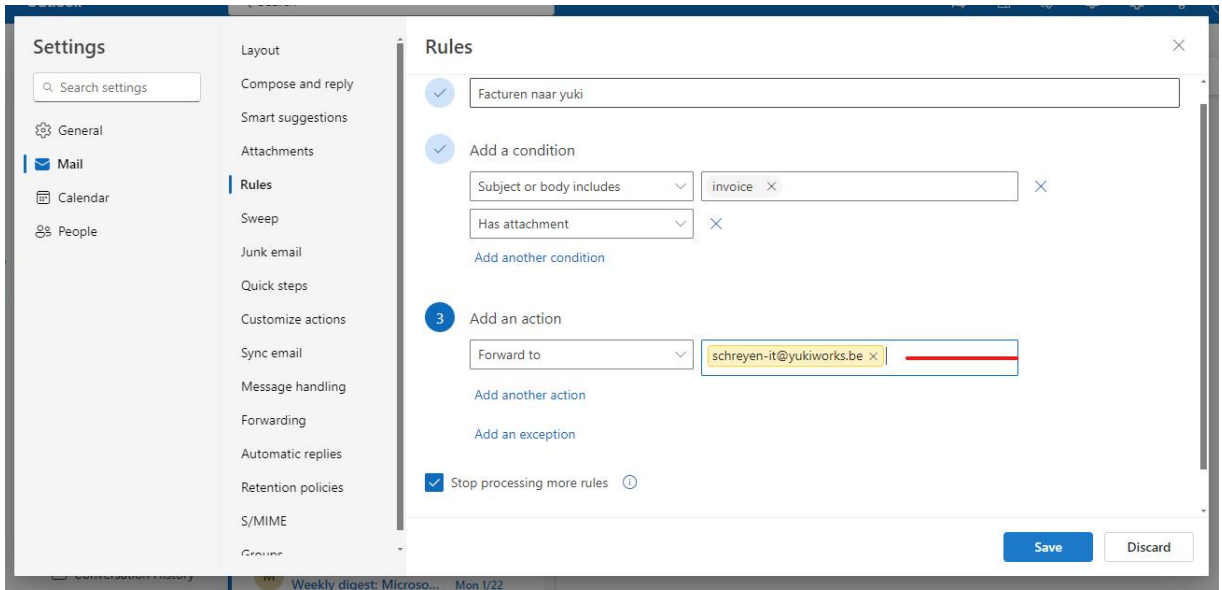
9. Choose Has attachment (scroll down)



10. Click on the Select an action dropdown and choose Forward to



11. Type in the desired email address in the field box



12. Click on Save