United States Bankruptcy Court
Middle District of Florida

How to automatically forward Certificate of Mailing via BNC emails using Microsoft Outlook
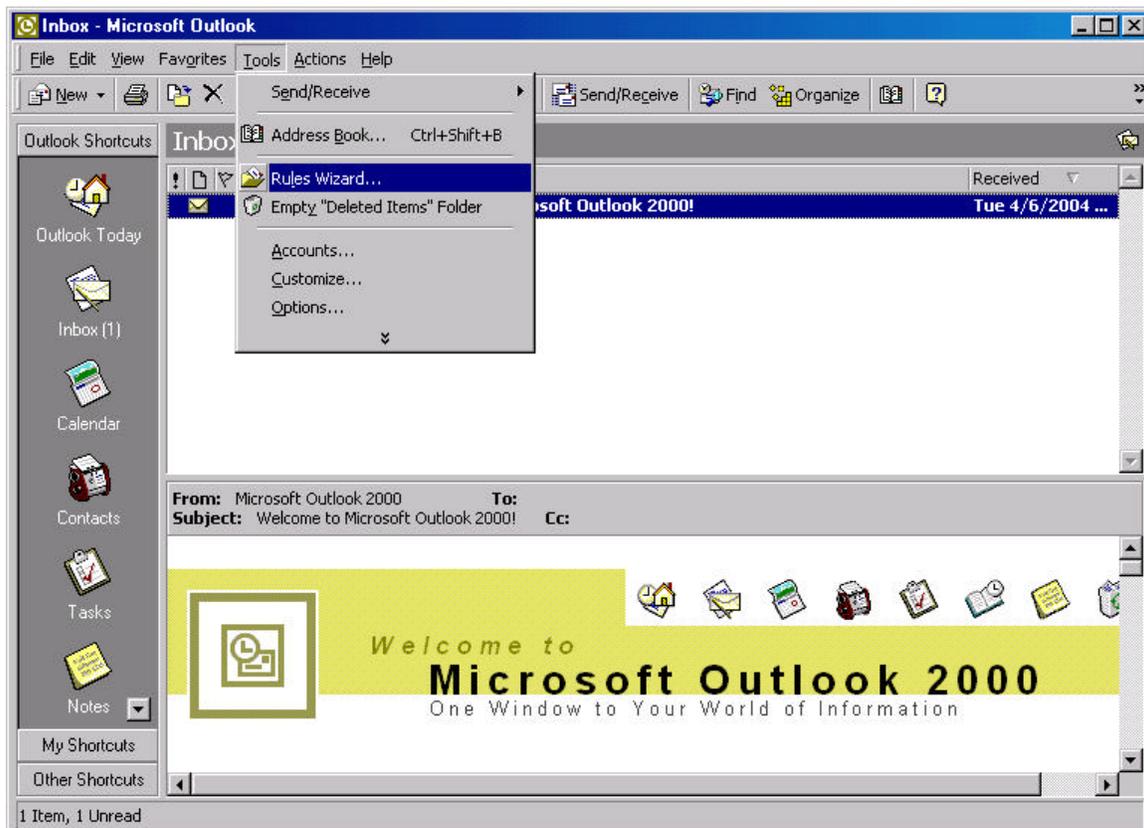
Open your Outlook program and click on Tools, then Rules Wizard.
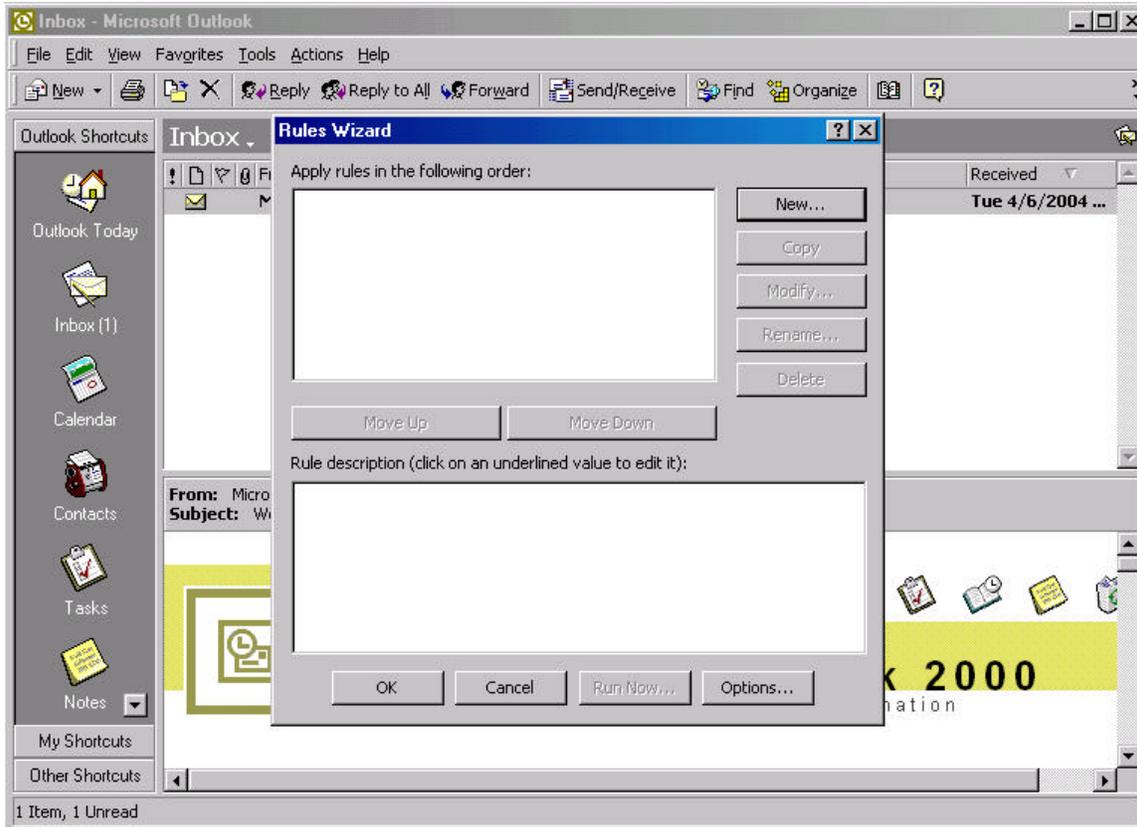
Click on the "New" button
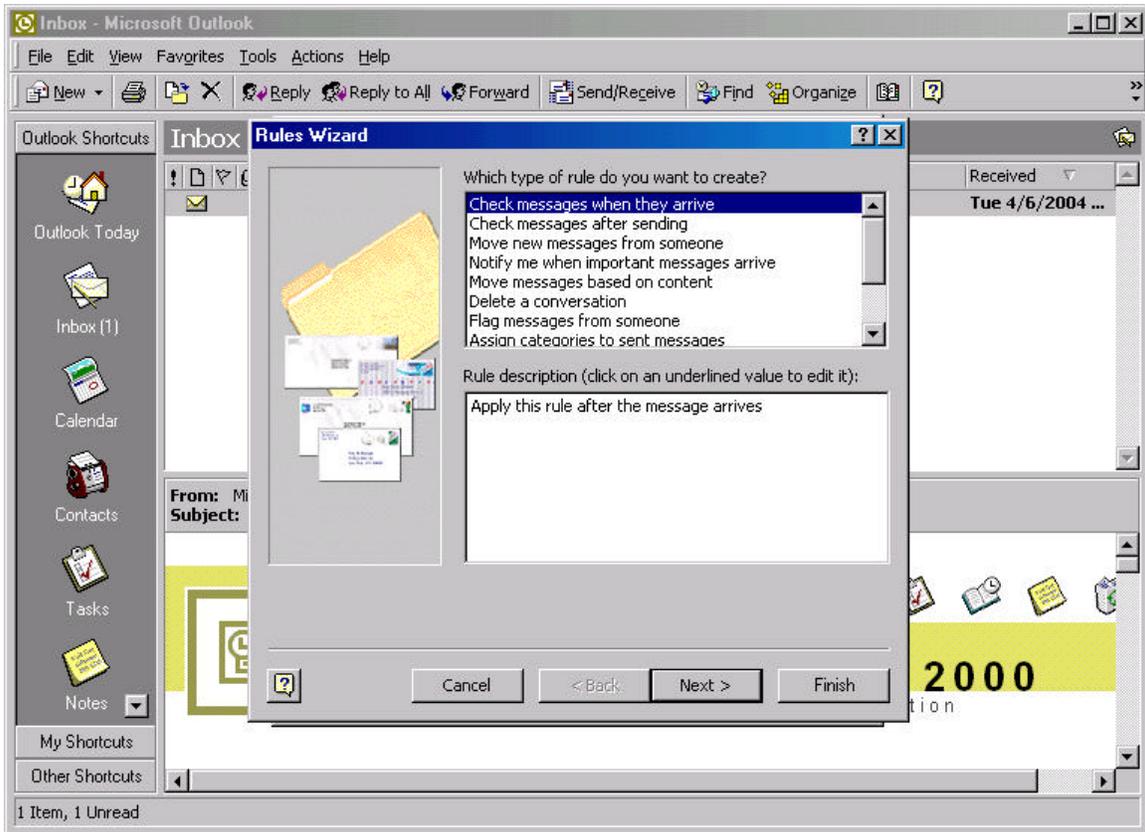
Select "Check messages when they arrive" and click on Next.

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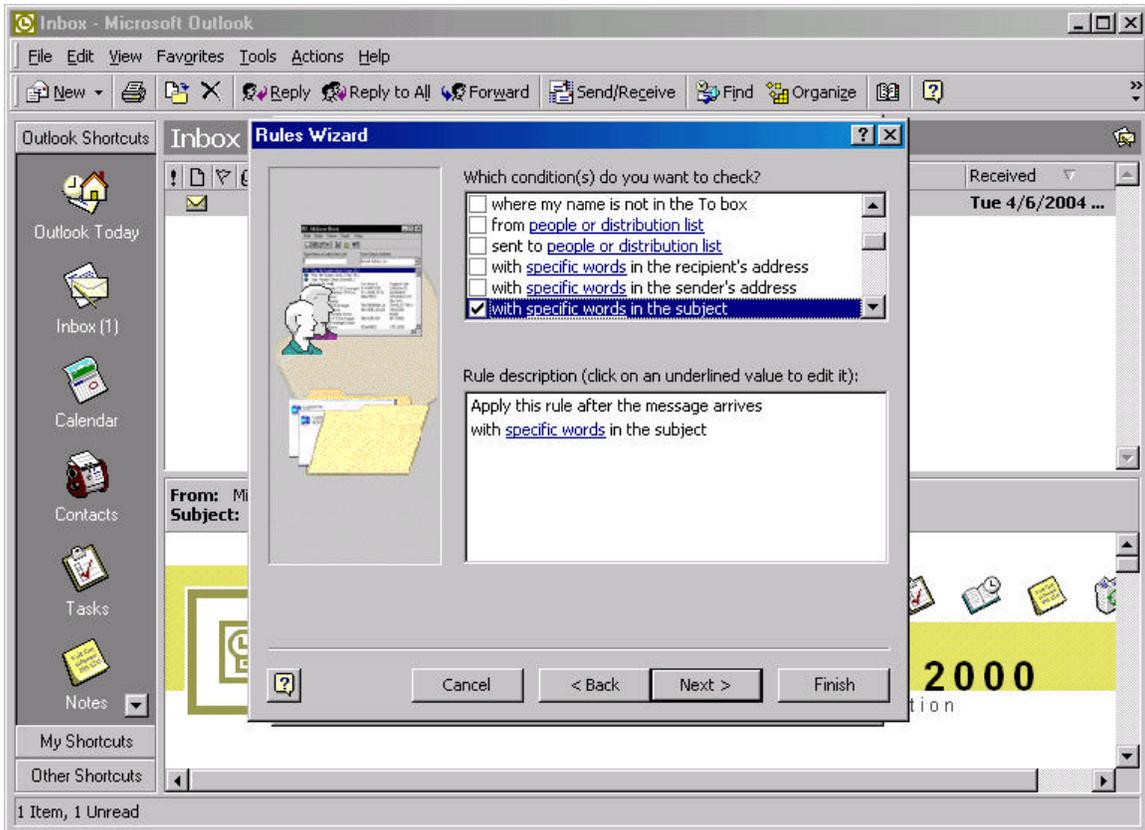
Check the box next to "with specific words in the subject" and click Next.
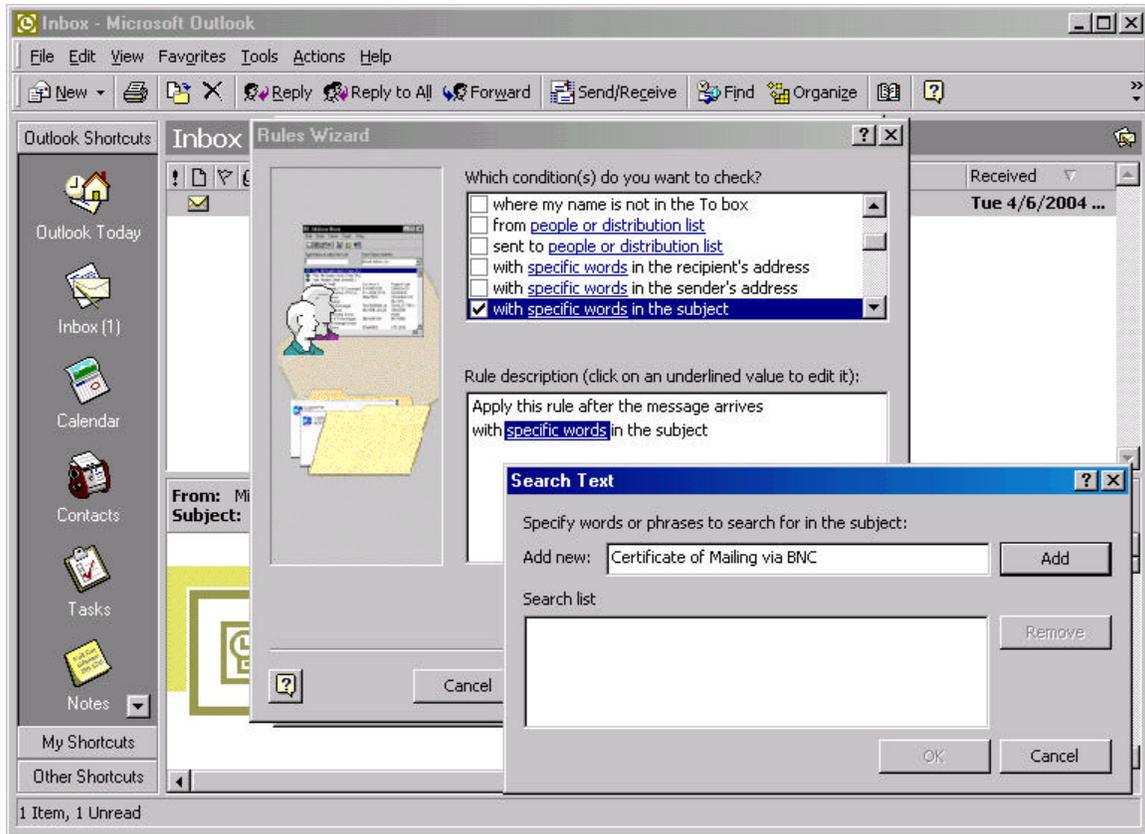
A Search Text box appears. Fill in the phrase **Certificate of Mailing via BNC** in the Add new field. After you are finished typing, click on the Add button.
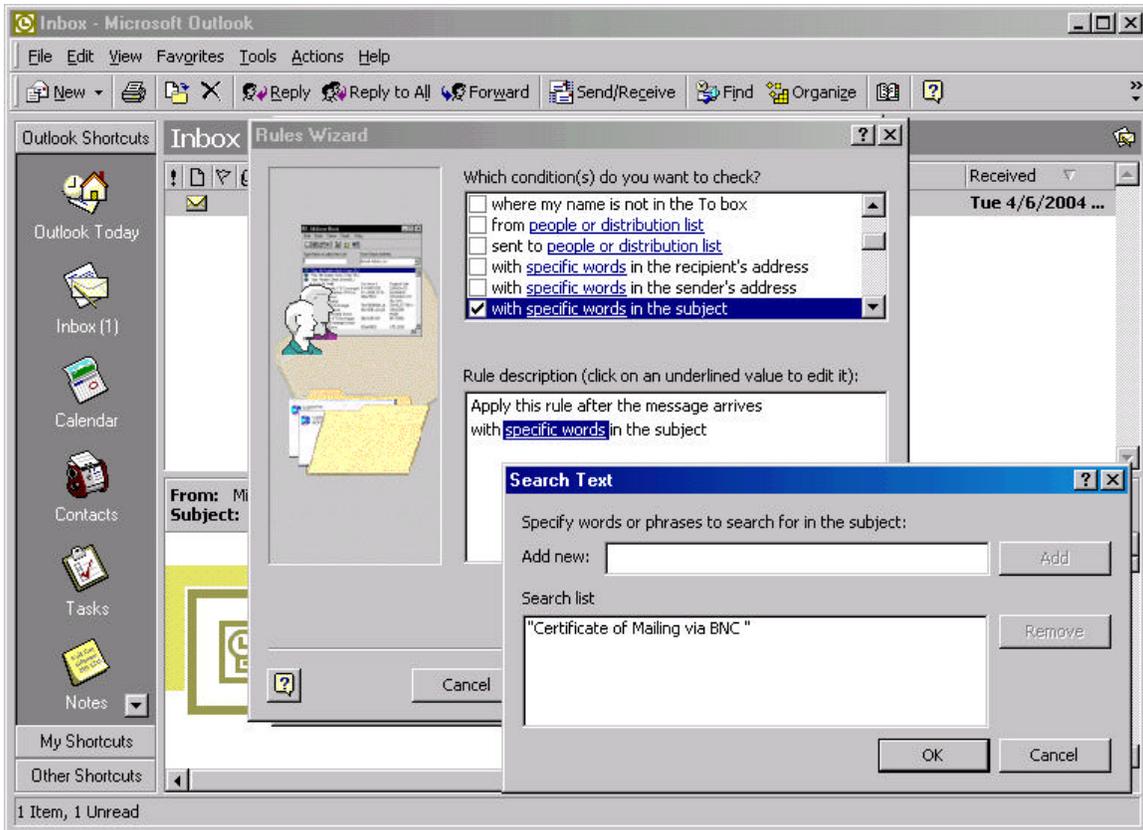
After clicking on the Add button, the Search list now contains the words "Certificate of Mailing via BNC." Click Ok.
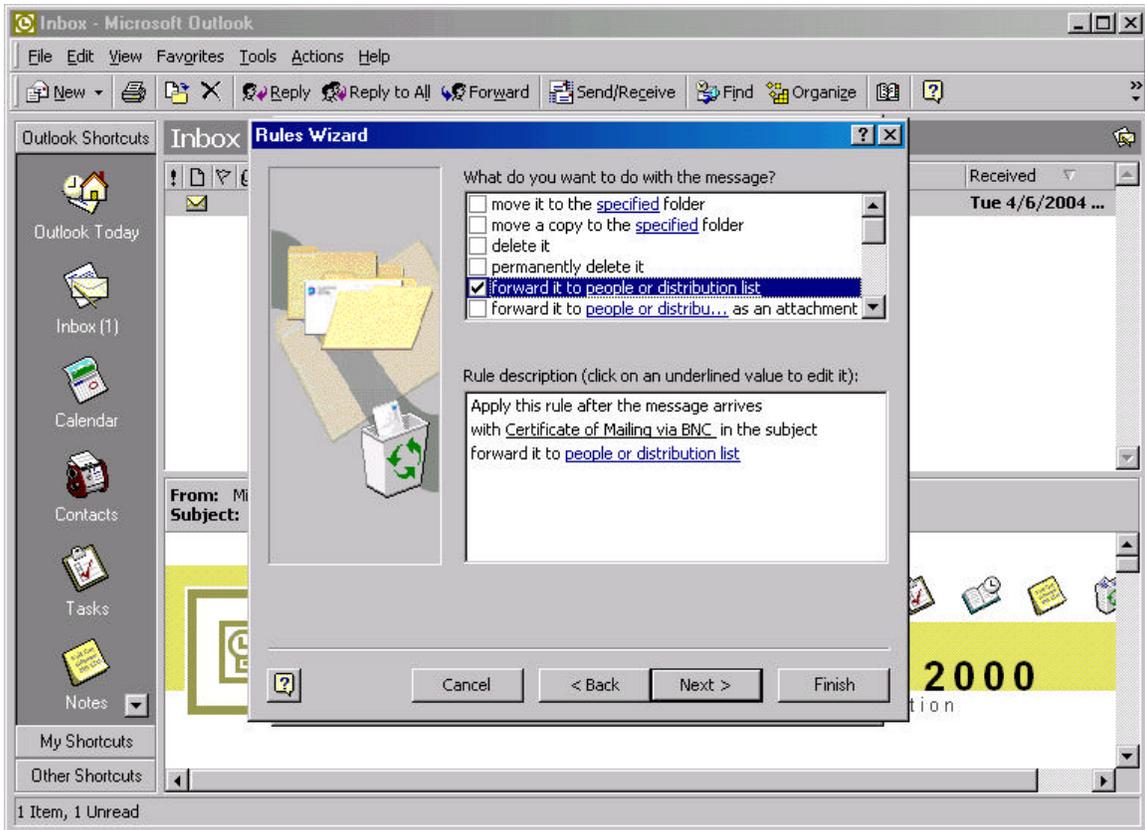
The Rule description now contains a rule for messages with the subject of Certificate of Mailing via BNC. Click on the blue people or distribution list link.
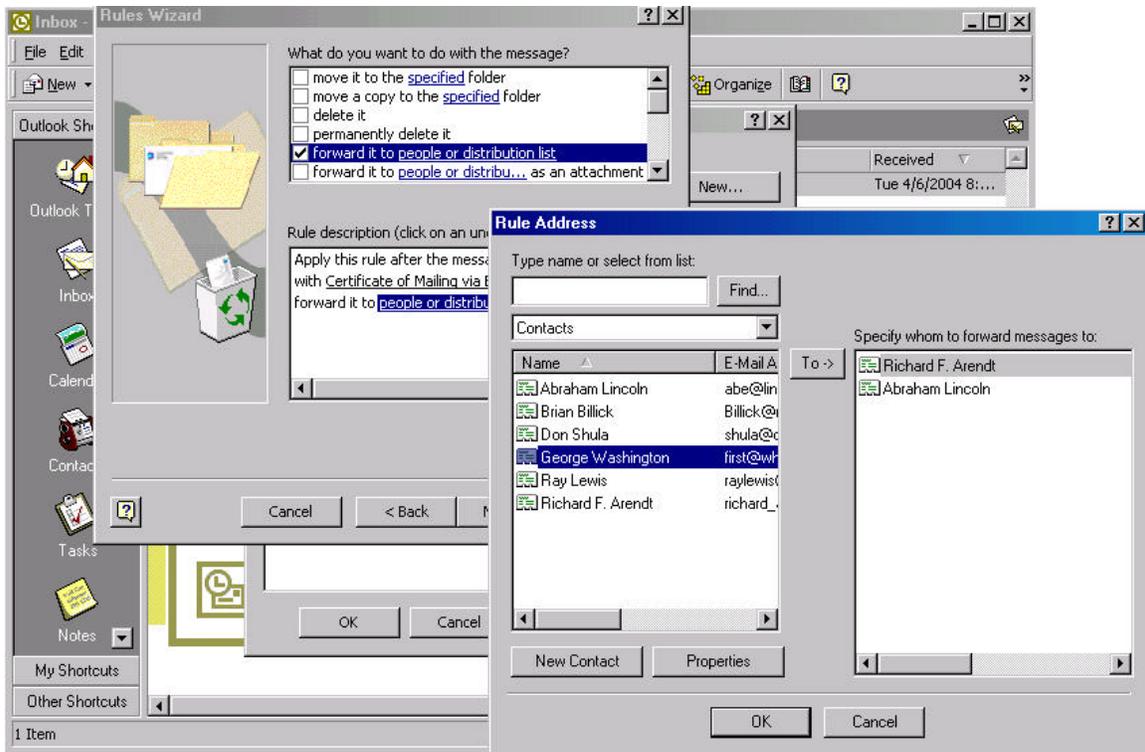
A window appears where you can select which people will receive the automatically forwarded messages. Click on the name of person on the left panel and then click on the To button. That name now appears on the right panel. Continue this process for each person. Once you are finished, click Ok.

Keep in mind that in order for a person to be a recipient of the forwarded BNC emails, that name must appear in your address book.
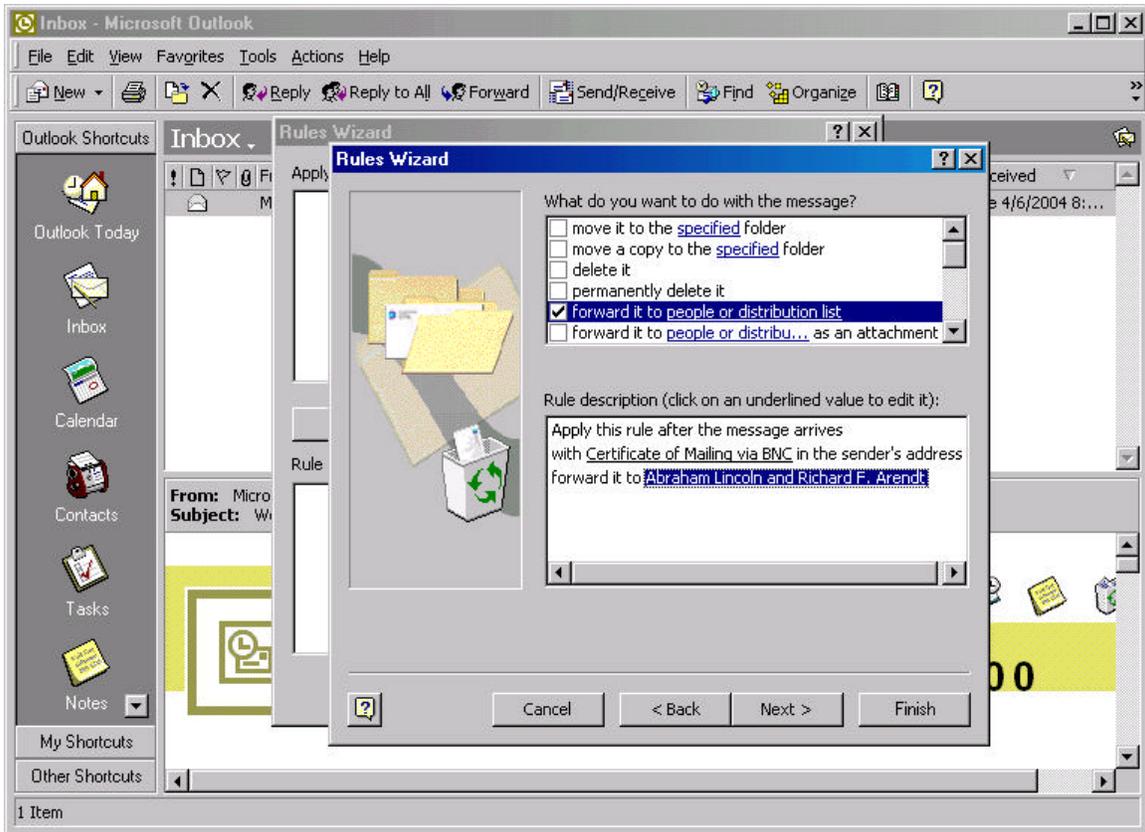
After selecting the recipient(s) of the forwarded emails, their name will appear in the *forward it to* section in the Rules Wizard. Click Next to continue.
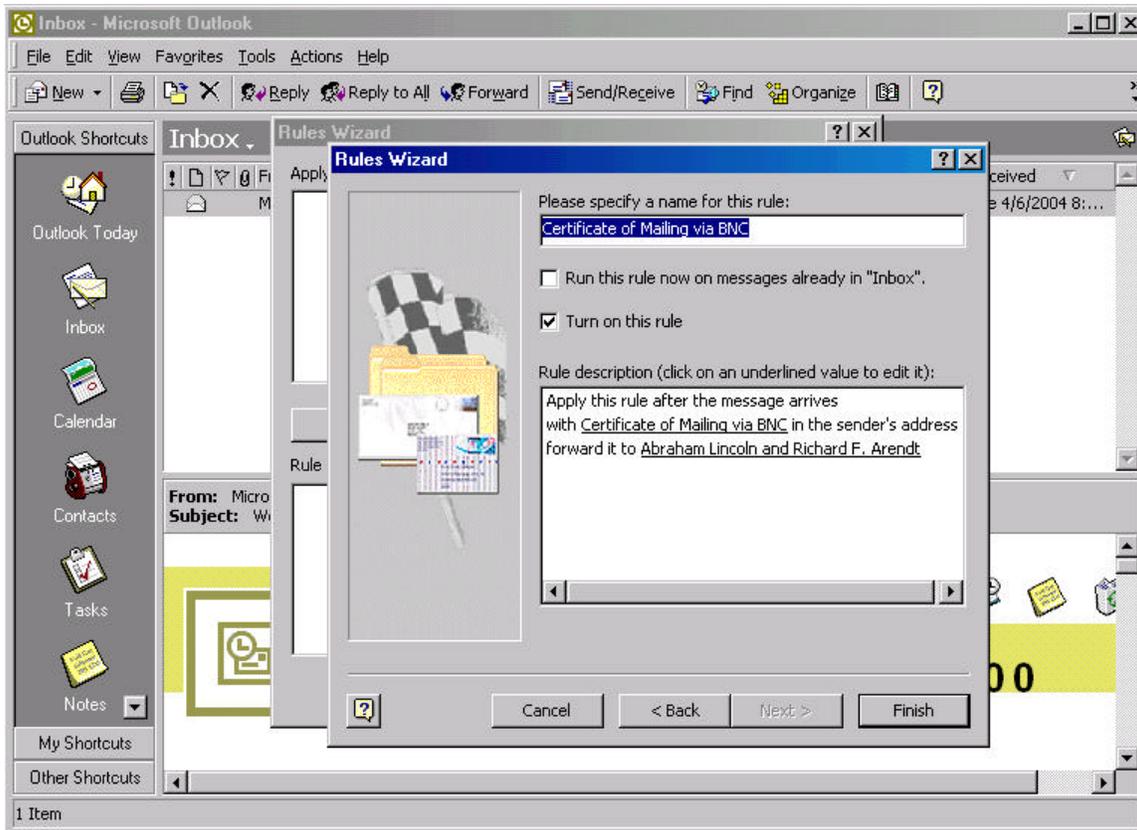
Give a specific name for the new email rule you have created. In this instance, it was named Certificate of Mailing via BNC. Also make sure that the *Turn on this rule* box is checked. Click on the Finish button.
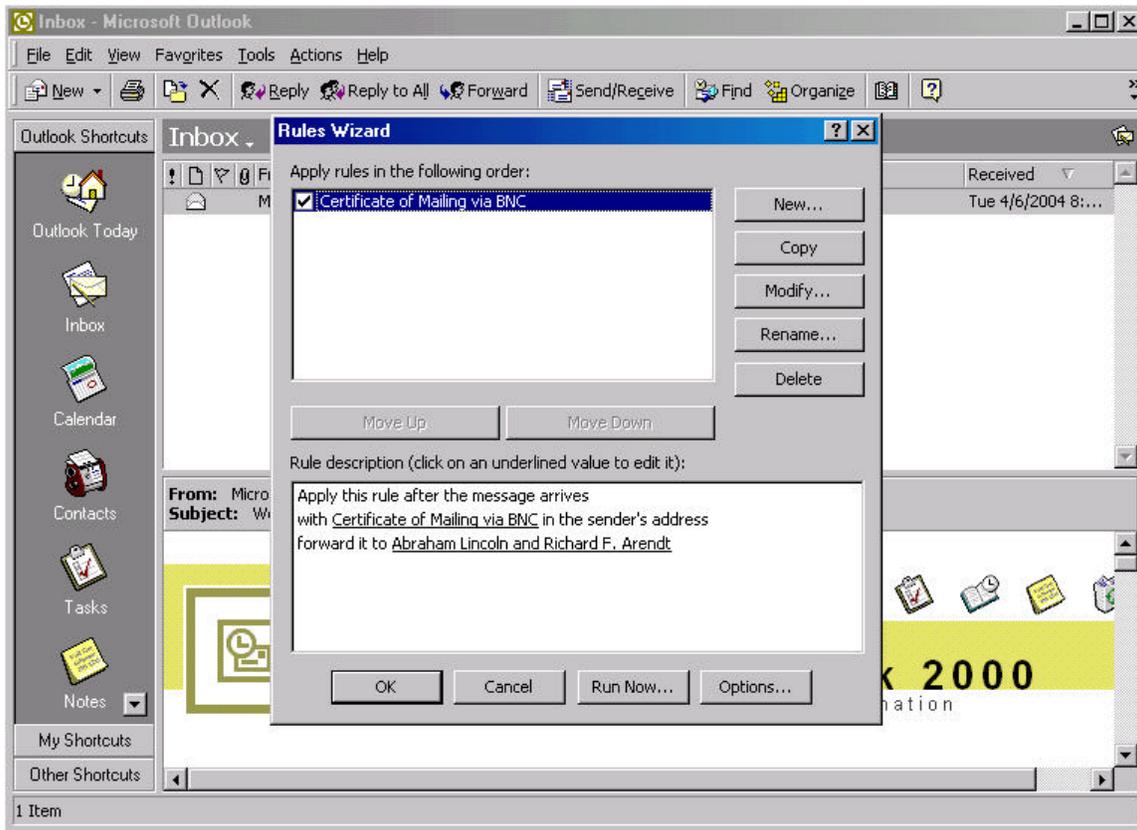
The Rules Wizard should look similar to the screen shot above. The only difference will be the name of the rule and the name of the recipients. Click on the Run Now button.
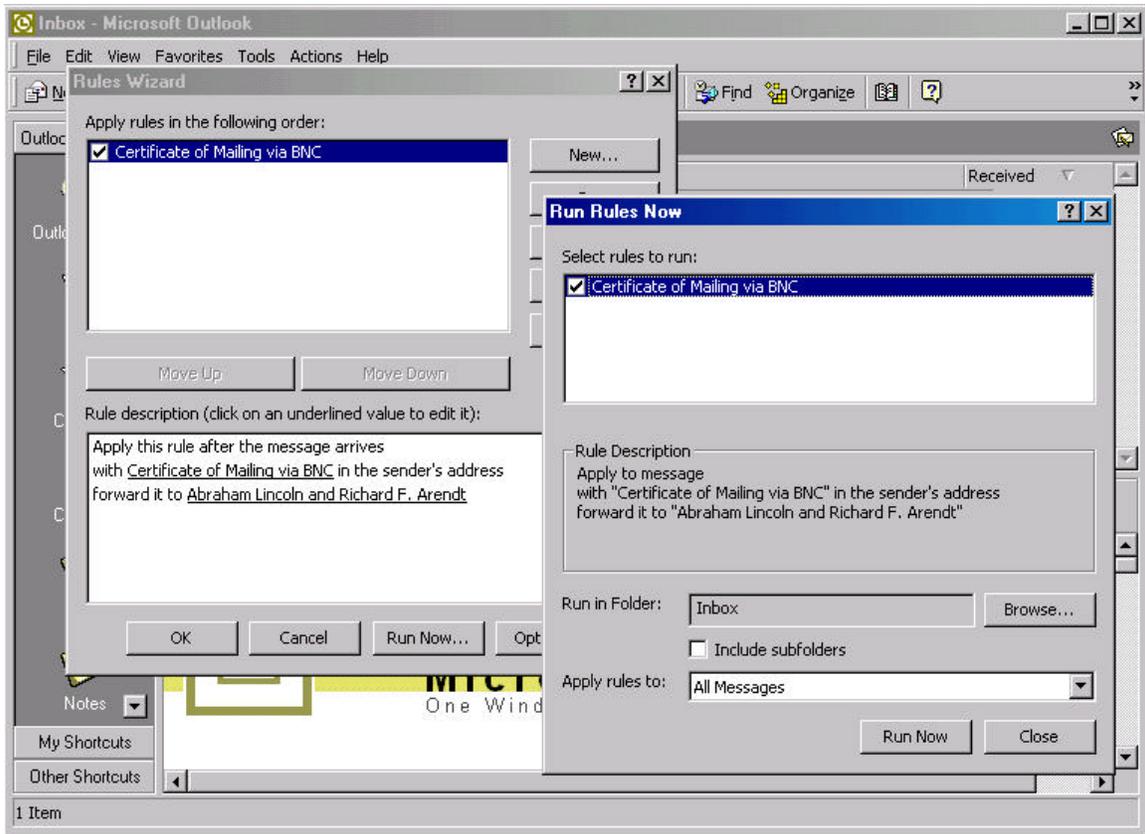
Another screen appears and make sure that the *Apply rules to* is set to All
Messages. Click on the Run Now button.
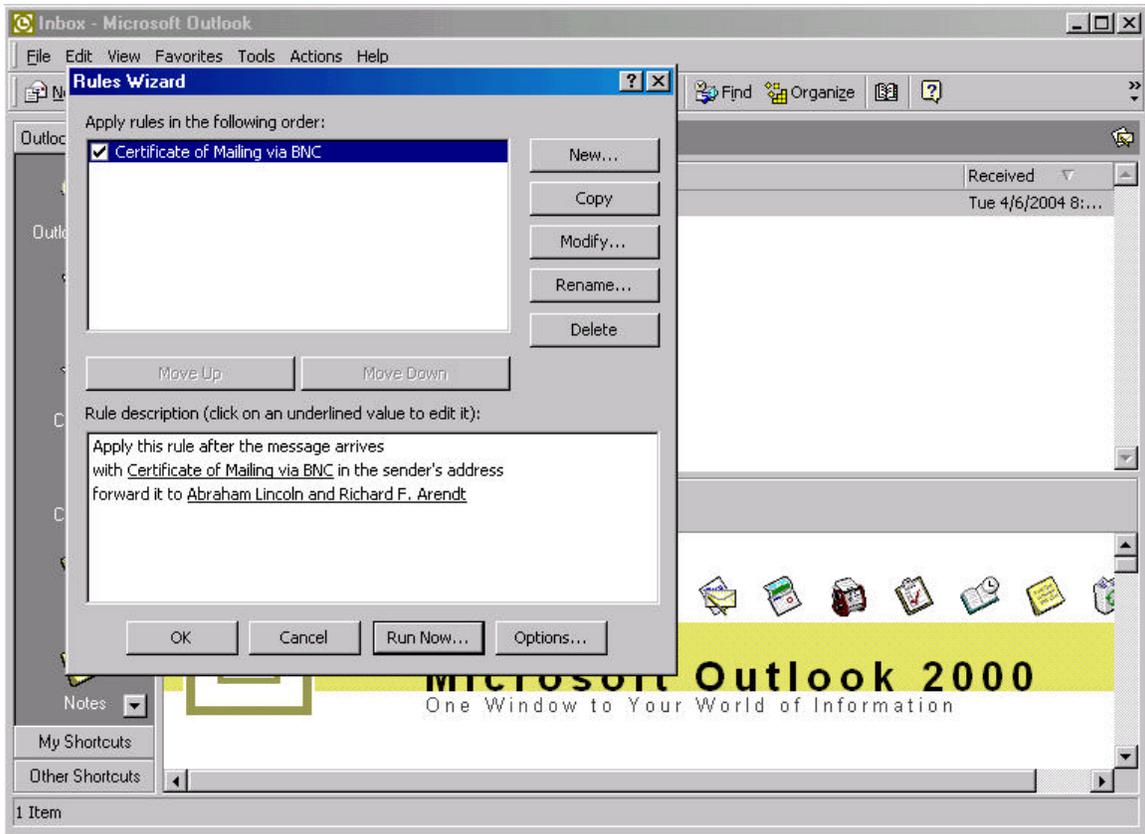
When the Rules Wizard screen appears, click the Ok button.

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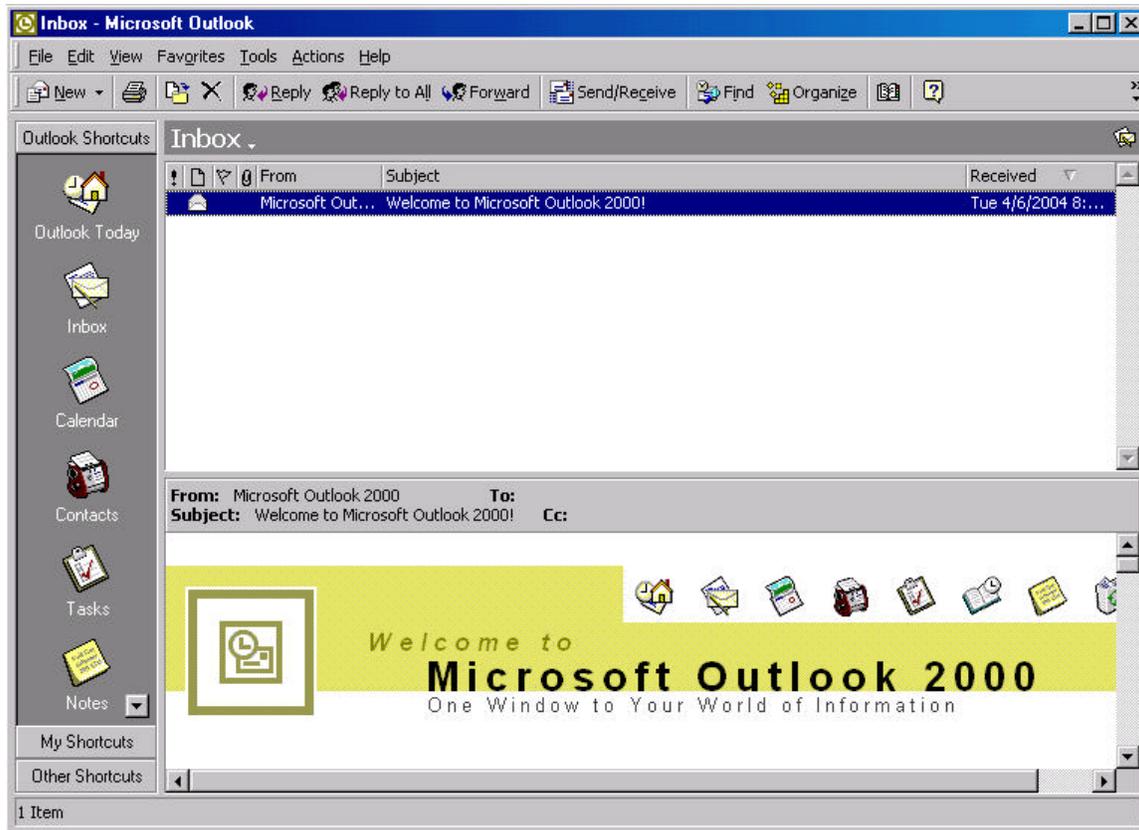
You are now set up to automatically forward Certificate of Mailing via BNC emails to the recipients you have selected from your address book.

Please keep in mind that in order for Outlook to automatically forward BNC emails, you must read your email from where the rules were created. For example, if you have multiple workstations that allow access to your email, each workstation must be set up exactly with the same rule.