Creating My Rules

Rules can be set for various types of events, such as auto responses and forwarding. Incoming messages matching these conditions will be routed according to the action.

1. Expand the main menu and navigate to "**My Rules**".
2. Select "**Create Rule**".
3. Enter the name, this is the desired name of the policy.
4. Enter condition criteria to be followed when the policy is active.
   - **Schedule** - specific days and times for this policy
   - **Message Type** - include specific message type(s) or leave as 'any' to include all message types.
   - **Sent From** - *optional* - specify sender(s) for this policy
5. **Actions** - what will happen when the policy is followed
   - **Forward To** - adds additional recipients to the message.
     NOTE- you will still receive the message in your personal inbox as well
     i. **Alert Me** - if toggled on, the alerting policy will be followed when the message is received
   - **Auto Response** - sends an auto response to all participants when you receive a message.
1. Click **Save**.
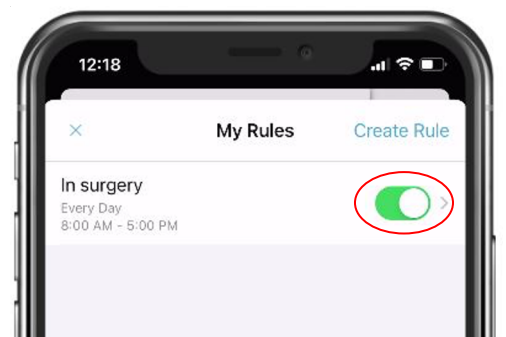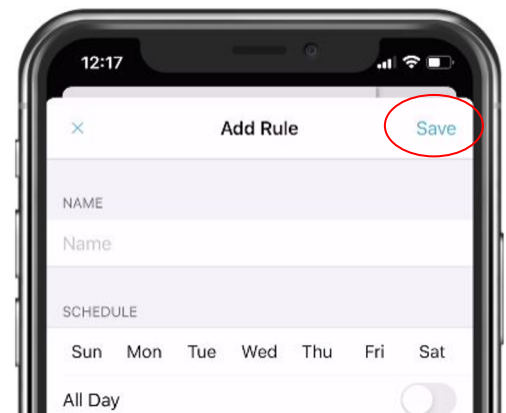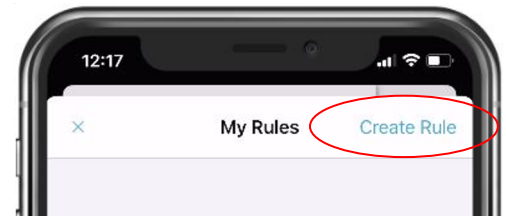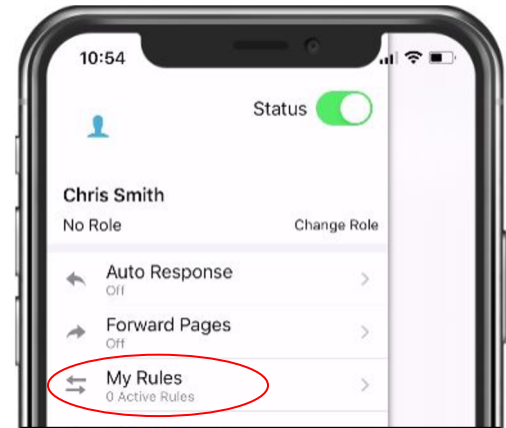
Turning My Rules on/off

1. Expand the main menu and navigate to "**My Rules**".
2. Locate the policy.
3. **Toggle** the policy on to be active or off to be inactive.