How to check auto-forward rules on your generic (practice) mailbox

- 1. Log into own, personal nhs.scot account
- 2. Access shared mailbox by clicking on your initials on top right hand corner and "open another mailbox"
- Type your generic email account name which will now be in the format <u>dental.gdgXXXXXd@nhs.scot</u> with your site number inserted where the 'X's are eg <u>dental.gdg00123d@nhs.scot</u>. When you start to type this in the future, the last address will be auto-suggested
- 4. Within the tab of the shared mailbox click on the cog at the top right hand corner



5. Click "View all Outlook Settings"

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Click Rules								

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Settings	Layout	Rules	\times
Search settings	Compose and reply	You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions the	at
慾 General	Attachments	trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the at the top.	rule
🖾 Email	Rules	+ Add new rule	
Calendar	Junk email	Facilitator Mails (Migrated)	

From here you can "add new rule" (eg forwarding to another email address of your choice) or edit or remove previous rules (eg the forwarding to your redundant nhs.net address)