Exchange 2010 Unified Messaging

Creating an Inbox Rule to Notify your Pager
Log in to your UTAD email account via the web https://email.utoledo.edu
Log in using your UTAD Credentials

Security (show explanation)
- This is a public or shared computer
- This is a private computer
- Use the light version of Outlook Web App

User name: mkurtz
Password: ********

Sign in

Connected to Microsoft Exchange
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Click on “OPTIONS” in the top right hand corner.
Create an Inbox Rule

Click Create an Inbox Rule
Click New
Click More Options
New Inbox Rule

Click “the down arrow”

- Required fields
- Apply this rule...
  - When the message arrives, and:
    - Select one
    - Add Condition
  - Do the following:
    - Select one
    - Add Action
  - Except if:
    - Add Exception

- Stop processing more rules (What does this mean?)

Name of rule:
New Inbox Rule

Choose It's of the type…

- It's accompanied by an attachment of the type...
- Its size is within the specified range...
- Its name is...
- It's marked with...
- It's received within a specific date span...
- [Apply to all messages]...

Stop processing more rules (What does this mean?)

Name of rule:
New Inbox Rule

Click Select one…
New Inbox Rule

*Required fields

Apply this rule...
* When the message arrives, and:
  It's of type...
  * Select one...
  Add Condition

Do the following:
Select one
Add Action

Except if:
Add Exception

Stop processing more rules (What does this mean?)

Name of rule:

[Select Message Type]
Message type:
Automatic reply

Click the down arrow
Creating the Rule

Choose Voice Mail
Setting the Action for your Rule

Next we need to Add the Action to Notify your pager. Click the arrow down.
Setting the Action of your Rule

Next we need to Add the Action – to Notify your pager.

Click the arrow down.

Select Forward, redirect, or send then choose Forward the message as an attachment to…
Creating the Rule

Type your Pager Information here in email format for example - 4192182000@MyAirmail.com
Creating the Rule

Click Ok
Naming the Rule

Name your Rule and Click Save

Update to 4192182000@MyAirmail.com

Name your Rule and Click Save
Creating the Rule

Update to 4192182000@MyAirmail.com
More Information or Need Assistance?

- Contact the Information Technology Help Desk
  - By calling 2400
  - Or by clicking the IT Help Desk icon on your computer