How to redirect Calendar invites on a MAC using Office 2016
1. Open Outlook and select the @Vanderbilt.edu mailbox

2. Click on the Rules icon in the menu bar
3. Select **Create Rule**
4. Assign the **Rule** a name that corresponds with the action
5. Click on the **From** dropdown box
6. Select **Kind**
7. Click on the **Encrypted** dropdown box
8. Select **Meeting Request**
9. Remove the **Sent To** and **Subject** condition
10. Under **Do the Following**
11. Select **Forward to**
12. Enter your [@vumc.org](mailto:vumc.org) account
14. Click on the + to add a task
15. Select **Move to Folder**
16. Choose Move to Folder **Deleted Items** folder
17. Click **OK**
When a meeting request comes into the @vanderbilt.edu mailbox it is redirected to the @VUMC.org mailbox and the message is placed in the deleted items folder.

**NOTE**: When a meeting request that has been redirected is accepted the meeting acceptance response will come from the @VUMC.org mailbox **NOT** the @Vanderbilt.edu mailbox.