

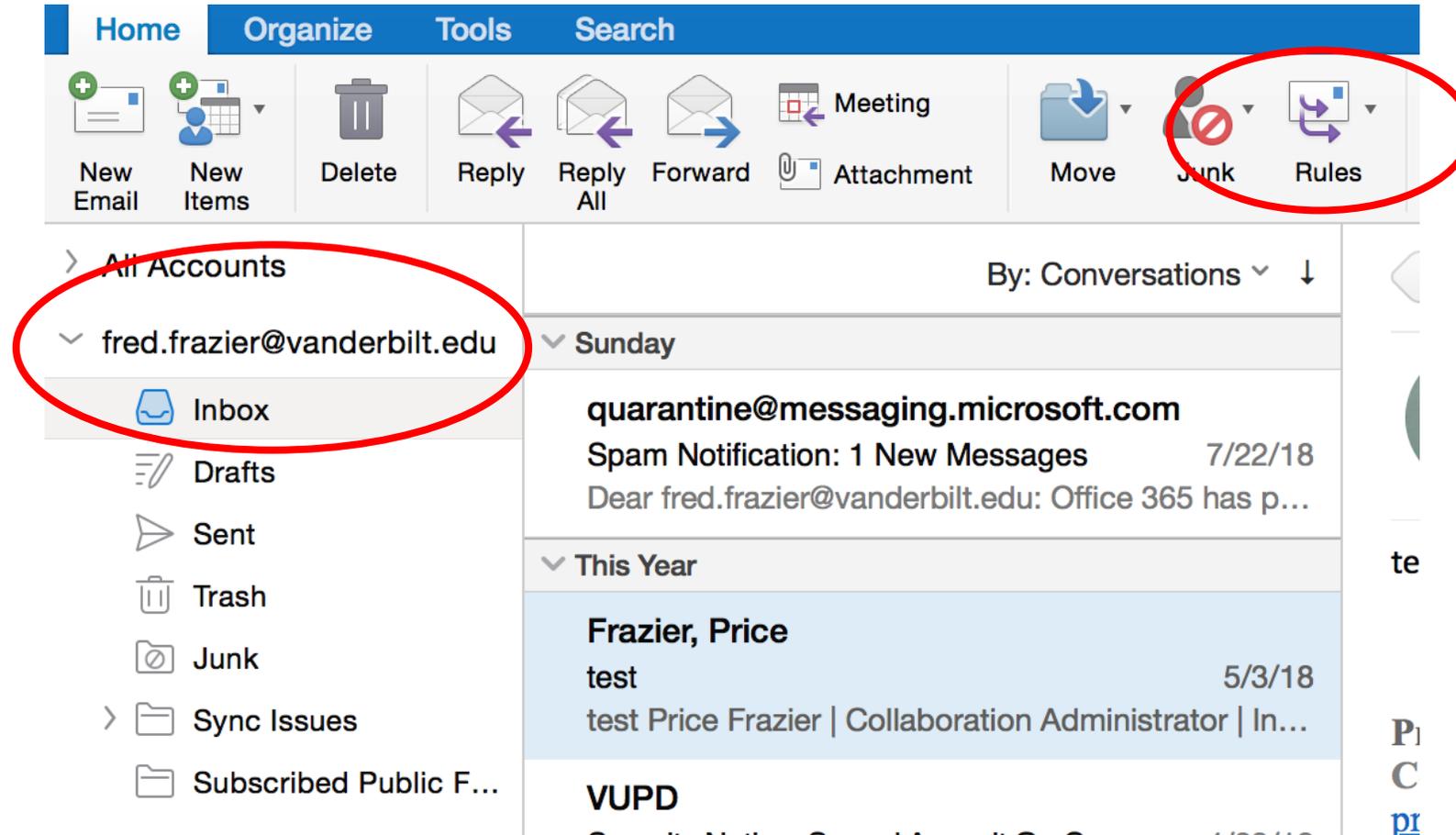
How to redirect Calendar invites on a MAC using Office 2016

VANDERBILT  UNIVERSITY

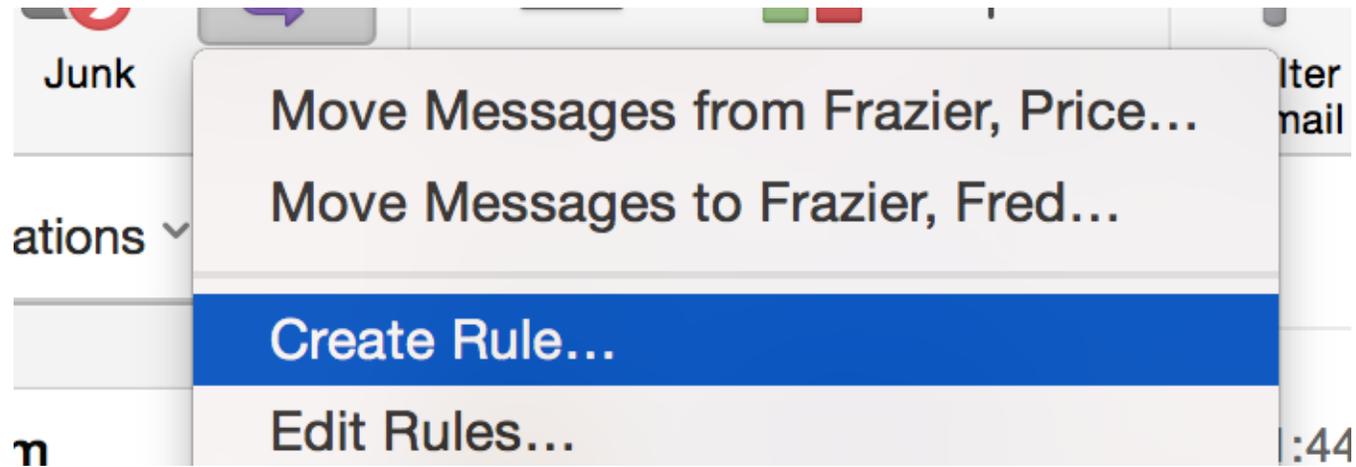
MEDICAL CENTER

Information Technology

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**

inbox • fred.frazier@vanderbilt.edu

Rule name:

When a new message arrives that meets all these conditions:

Do the following:

Except if:

Do not apply other rules to messages that meet the same conditions

Enabled

price.frazier@vanderbilt.edu | phone 615.875.9010 | it.vanderbilt.edu

9. Remove the **Sent To** and **Subject** condition

Rule name:

When a new message arrives that meets all these conditions:

Kind	Is	Meeting Request	-	+
Sent To	Is	Frazier, Fred	-	+
Subject	Contains	"test"	-	+

Do the following:

Move to Folder	None	-	+
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Except if:

Do not apply other rules to messages that meet the same conditions

Enabled

price.frazier@vanderbilt.edu phone 615.875.9010 | it.vanderbilt.edu

10. Under **Do the Following**
11. Select **Forward to**
12. Enter your [@vumc.org](mailto:price.frazier@vumc.org) account

Rule name:

When a new message arrives that meets all these conditions:

Kind Is

Do the following:

Except if:

Do not apply other rules to messages that meet the same conditions

Enabled

14. Click on the + to add a task
15. Select **Move to Folder**
16. Choose Move to Folder **Deleted Items** folder
17. Click **OK**

Rule name:

When a new message arrives that meets all these conditions:

Kind Meeting Request

Do the following:

Forward To

Deleted Items (fred.frazier@vanderbilt.edu)

Except if:

Do not apply other rules to messages that meet the same conditions

Enabled

Cancel

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.