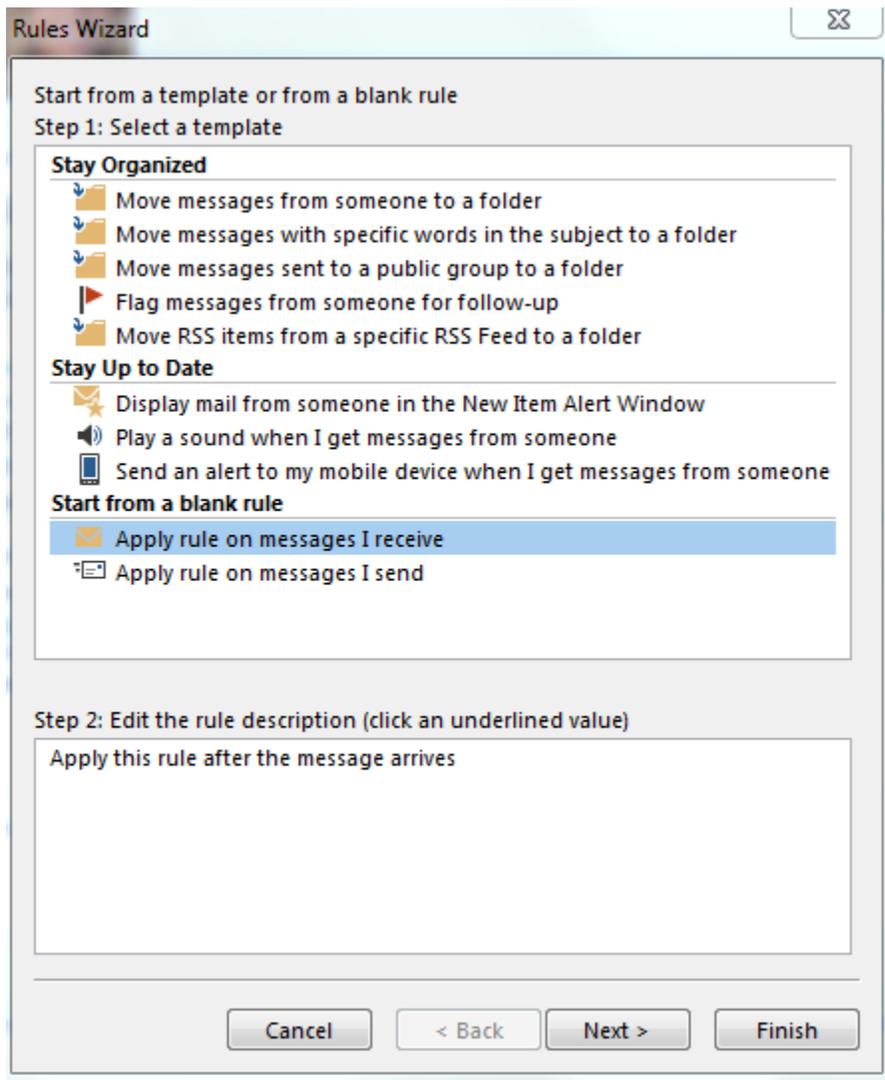


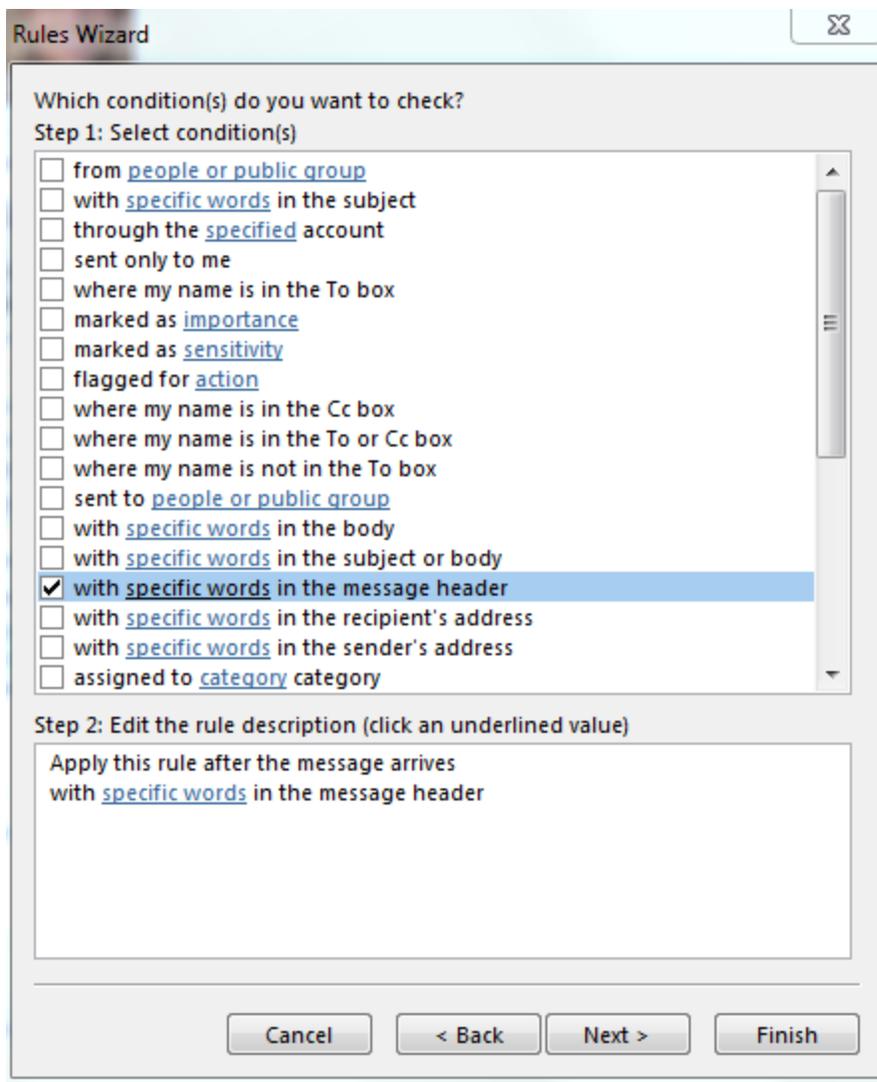
## Using an Outlook rule to determine which email alias an email has been sent to

This is for Outlook 2016/2013

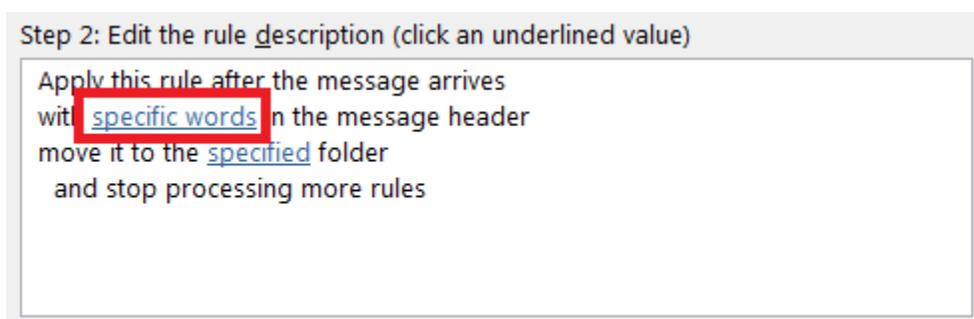
Go to File and then “Manage Rules and Alerts” and then click on “New rule”. Now click on “Apply rule on messages I receive” from the “Start from a blank rule” section.



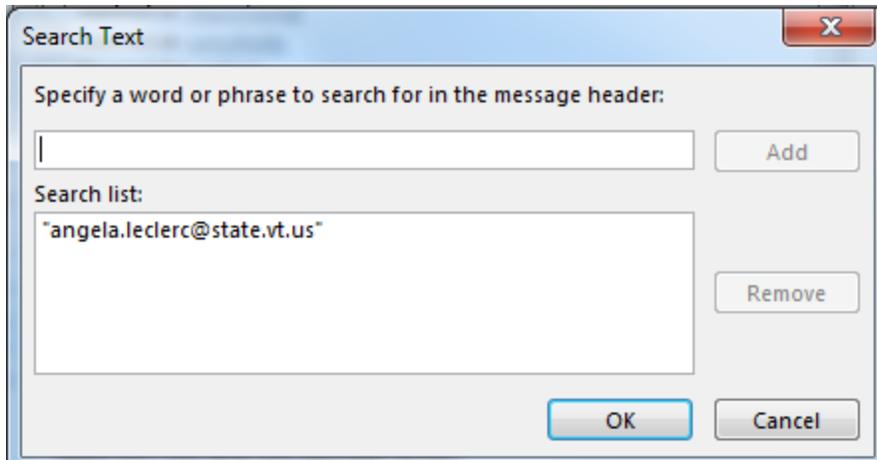
Click on Next. On the next page, choose “with specific words in the message header”. We need to do this as only the message header contains the full information about what address the email was sent to.



In the “Step 2” section at the bottom of the page, click on the “specific words” link:

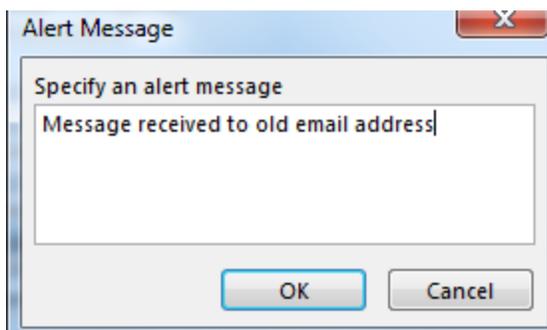
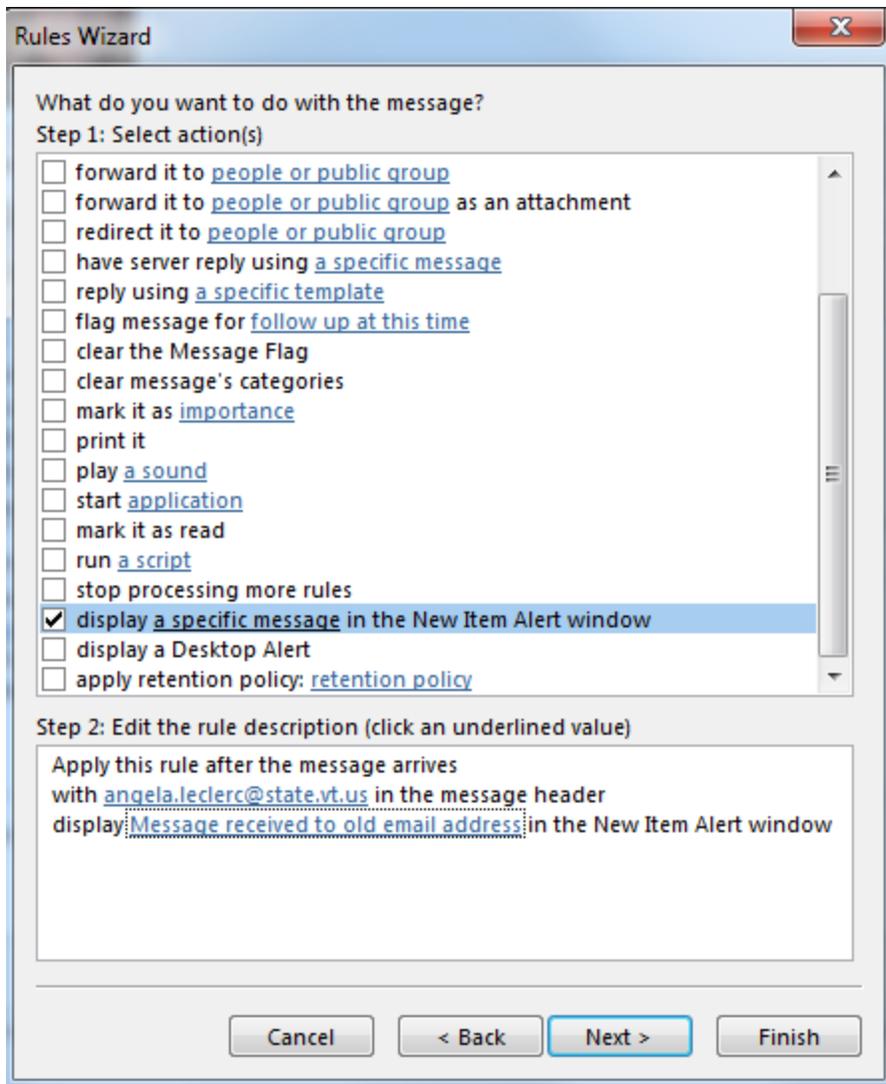


Type in the email address that you want to identify (your old email address) and click on “Add”. Note that you could add multiple email addresses in here to use this rule for multiple aliases. After you have added the aliases that you are interested in, click ok.



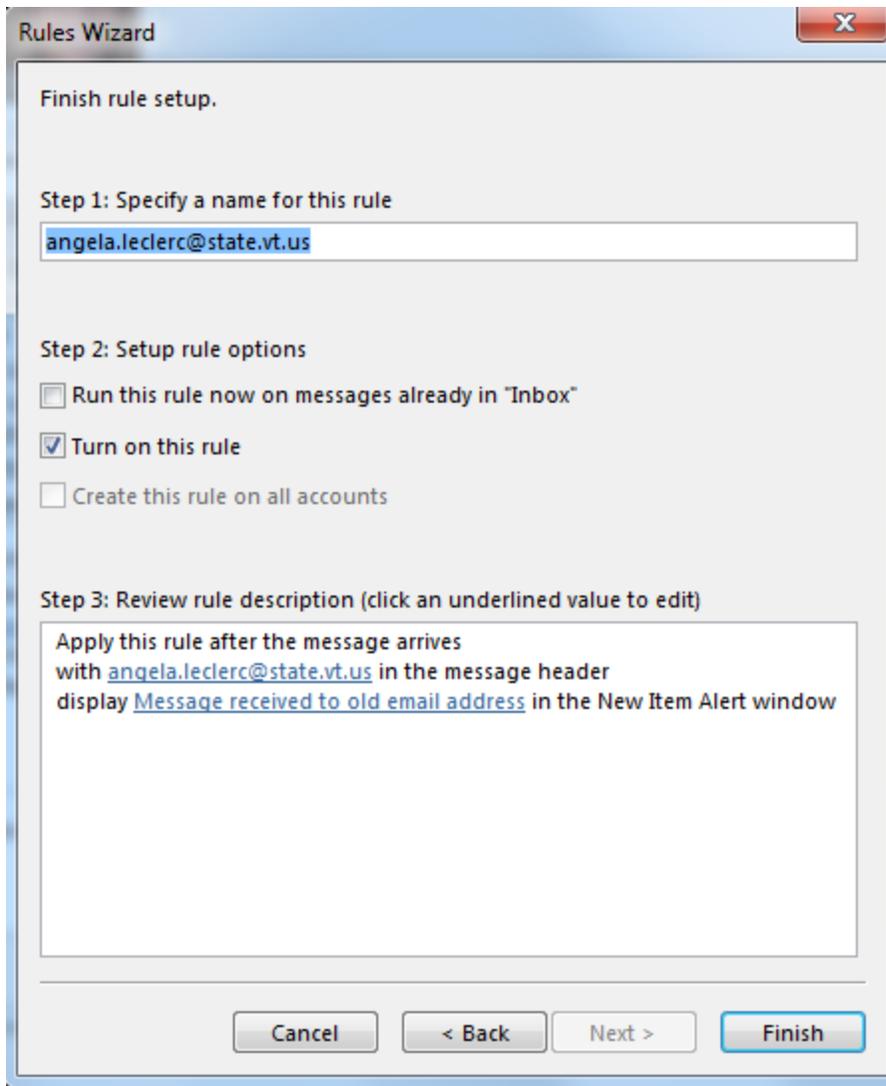
You will drop back to the main rule creation dialog box. Now click on next. On this page you have lots of options about what to do with the message and the options are quite self explanatory.

I am going to choose “display a specific alert in the New Item Alert window” as below:

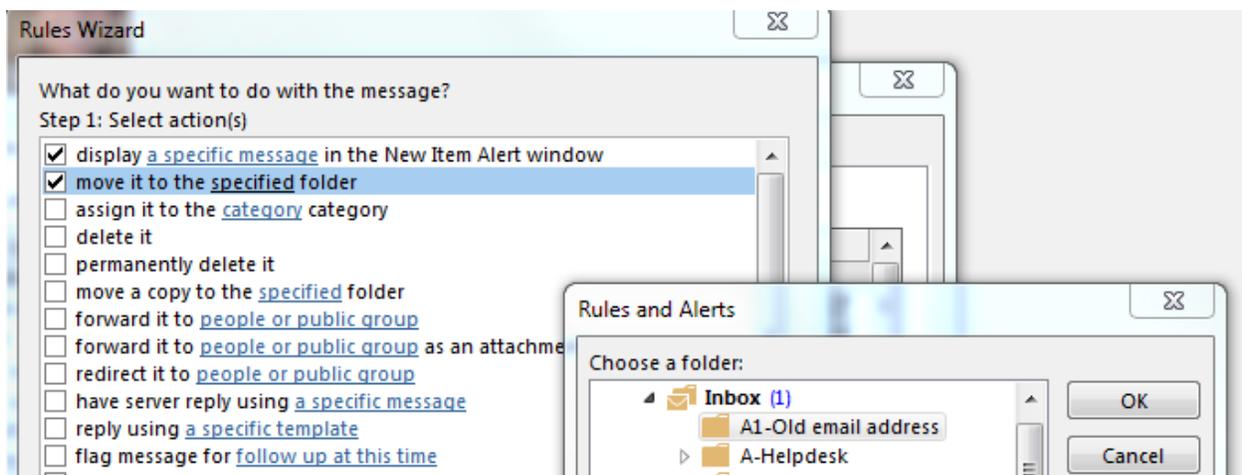


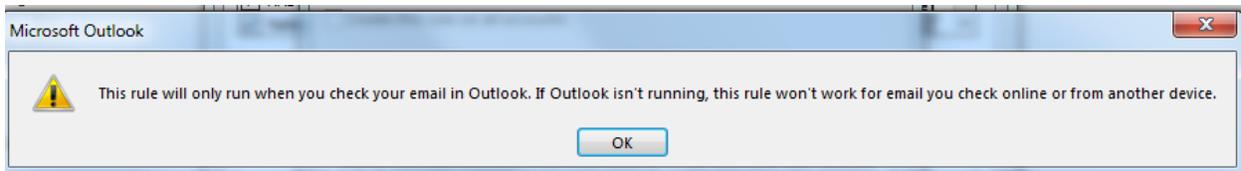
This means that when I receive an email to the alias specified Outlook will alert me letting me know that the message was received on this particular alias. Finish creating the rule with any other options or exceptions that you require.

You will have to name the rule:

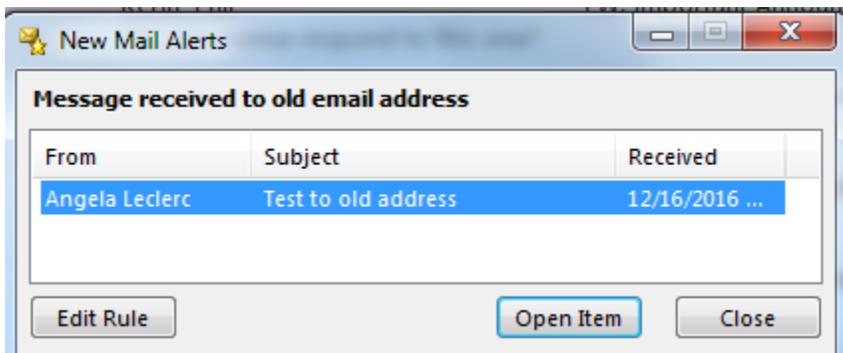


You may also choose to move the message to a specified folder:





You will now get a custom email alert when messages are sent to the alias that I specified as below:



You can then determine if you need to notify the email sender that you have a new email address.

And if you also specified to move it to a subfolder – it will be automatically moved to that subfolder.