

## Managing Email across Multiple Devices

Apple's iOS allows you to streamline this process

Simply visit your Settings, select Mail, and scroll down to the section that says "Always Bcc Myself" and turn it on. (see figures 1 and 2)

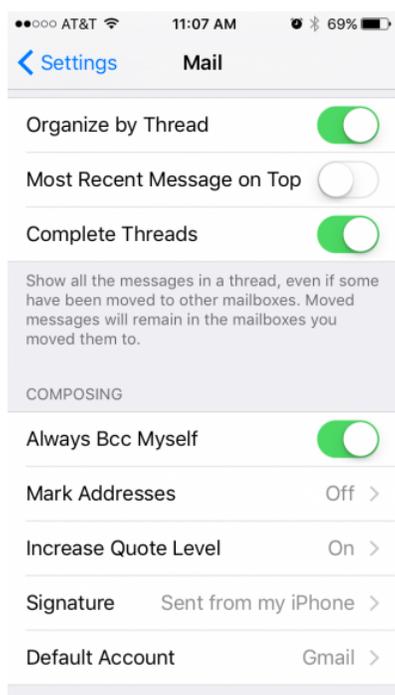


Figure 1

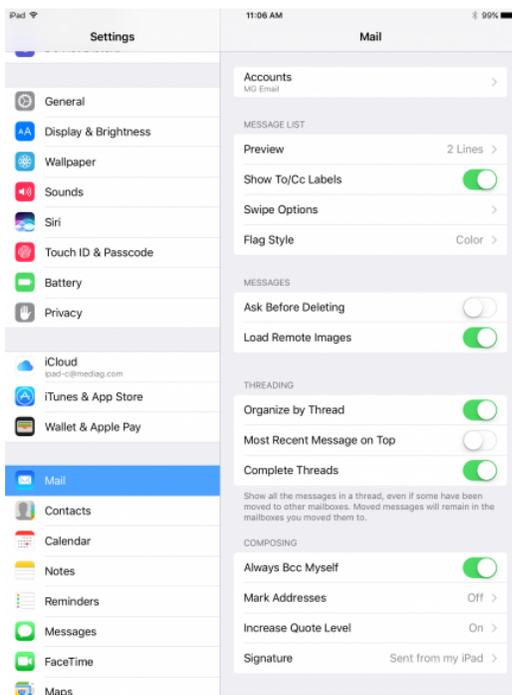


Figure 2

**Then, you can set up a rule in Outlook (see below instructions)**

This rule is called "Save Sent Bcc Messages from iPad/iPhone." Basically, each incoming message that is not addressed to you (something you sent to someone else), but is from you (you sent it from your iPhone or iPad, and Bcc'd yourself) is automatically moved to your sent messages.

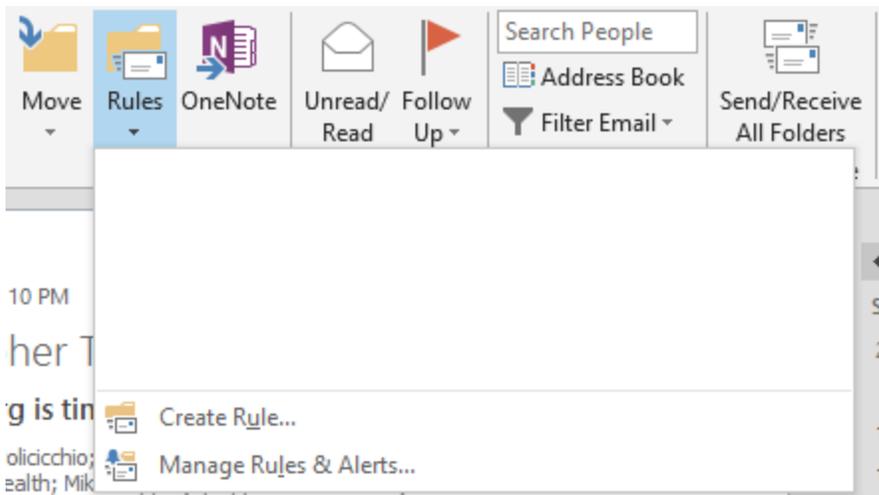
# How to set up an email rule for Outlook 2013 and 2016

## STEP 1

Under the “Home” tab, in the “Move” section, there is a button called “Rules”.

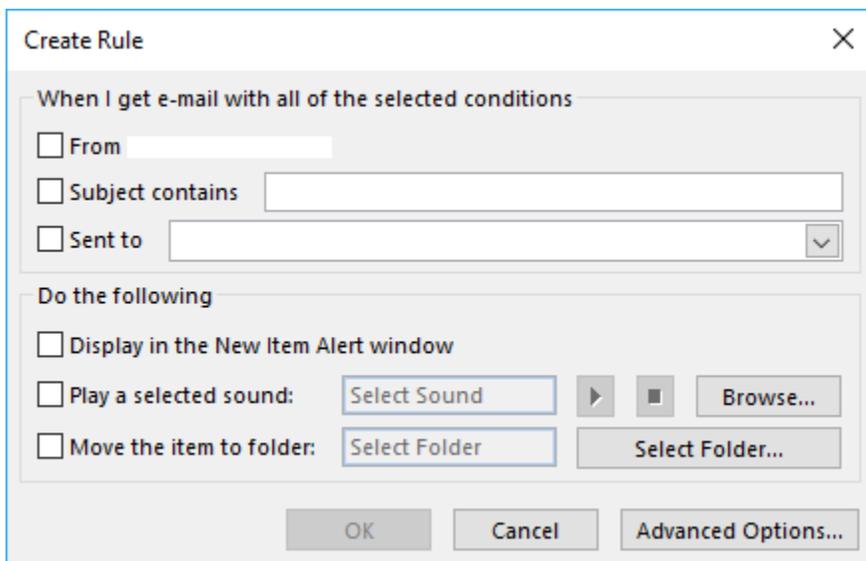
When pressed, it will reveal a menu.

Choose the option “Create Rule...”



## STEP 2

On the resulting window, click “Advanced Options”.



### STEP 3

A new window with the title “Rules Wizard” opens.

In the box labeled “Step 1”, enable the “from (email address from the last message that was highlighted in the main view)” and “where my name is not in the To box” options.

The screenshot shows the "Rules Wizard" dialog box with the following content:

Rules Wizard [Close]

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from
- with \_\_\_\_\_ in the subject
- sent to \_\_\_\_\_
- with \_\_\_\_\_ in the subject or body
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- with specific words in the body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
where my name is not in the To box  
and from

Buttons: Cancel, < Back, Next >, Finish

## STEP 4

In the box labeled “Step 2”, click on the email address that is specified in the “and from” line, and a new window will appear.

Use the form provided on that window to change the email address to yours.

Click OK to accept the changes, then click “Next” on the “Rules Wizard” window to continue.

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from
- with in the subject
- sent to
- with in the subject or body
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- with specific words in the body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

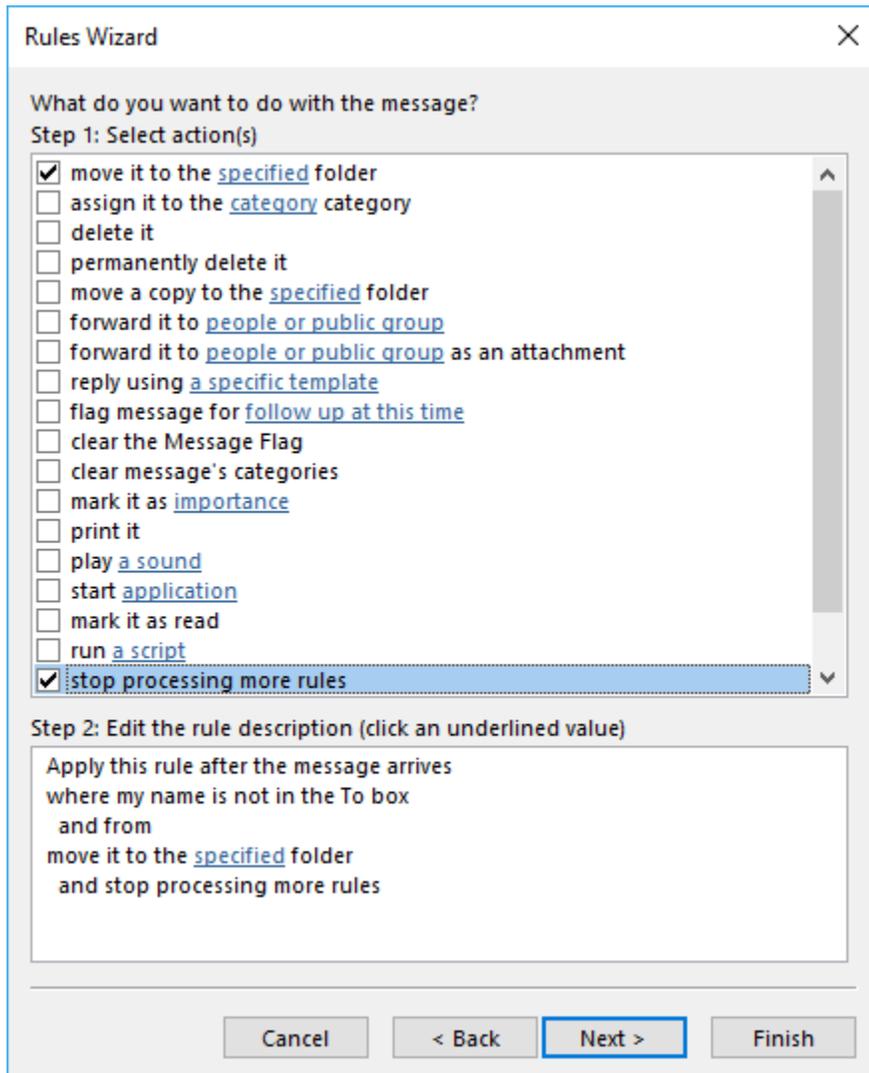
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
where my name is not in the To box  
and from:

Cancel < Back Next > Finish

## STEP 5

On the next page, in the box labeled “Step 1”, enable the “move it to the specified folder” and “stop processing more rules” options.



Rules Wizard

What do you want to do with the message?  
Step 1: Select action(s)

- move it to the specified folder
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- start application
- mark it as read
- run a script
- stop processing more rules

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
where my name is not in the To box  
and from  
move it to the specified folder  
and stop processing more rules

Cancel < Back Next > Finish

## STEP 6

In the box labeled “Step 2”, click where it says “specified” on the “move it to the specified folder” line.

A new dialog box called “Rules and Alerts” will open.

Use the form provided in that dialog box to select your Sent or Sent Items folder.

Click “OK” to accept the changes, then click “Finish” on the “Rules Wizard” window to add the new rule to Outlook.

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- move it to the specified folder
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- start application
- mark it as read
- run a script
- stop processing more rules

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
where my name is not in the To box  
and from  
move it to the Sent folder  
and stop processing more rules

Cancel < Back Next > Finish

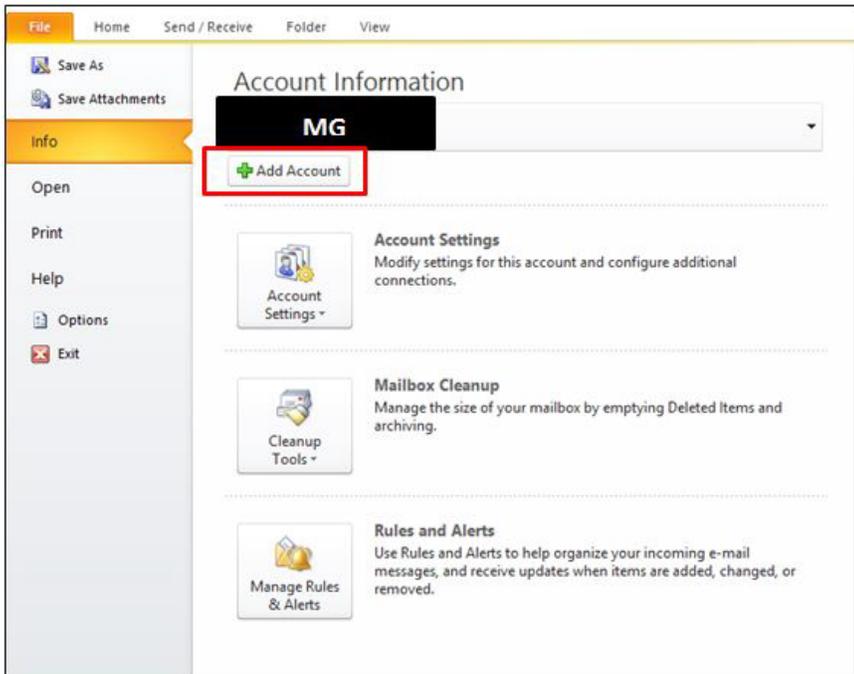
Now, every message you send from your iPhone or iPad is automatically put in your sent folder in Outlook.

This will centralize all of your sent messages from multiple devices in one location where you can reference or archive them.

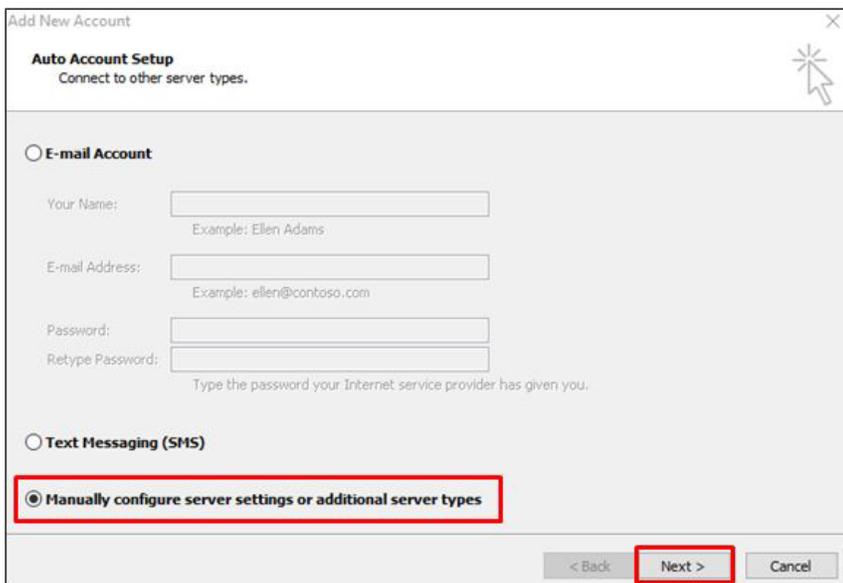
## The Permanent Solution

If you want a more streamlined, and elegant solution, you'd ideally use your computer to create a new account with IMAP capabilities. Before you do this, however, make sure that you archive your emails from your current account.

First, open up your Outlook on your computer and select Account Information under the File tab. Click **Add Account**.



Next, select **Manually configure server settings or additional server types** and click **Next**.



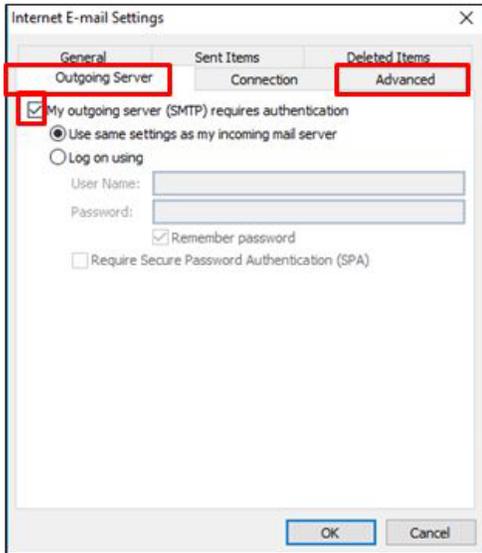
Make sure **Internet E-mail** is selected and click **Next**.

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. Three radio button options are listed: 'Internet E-mail' (selected and highlighted with a red box), 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. At the bottom, the 'Next >' button is also highlighted with a red box.

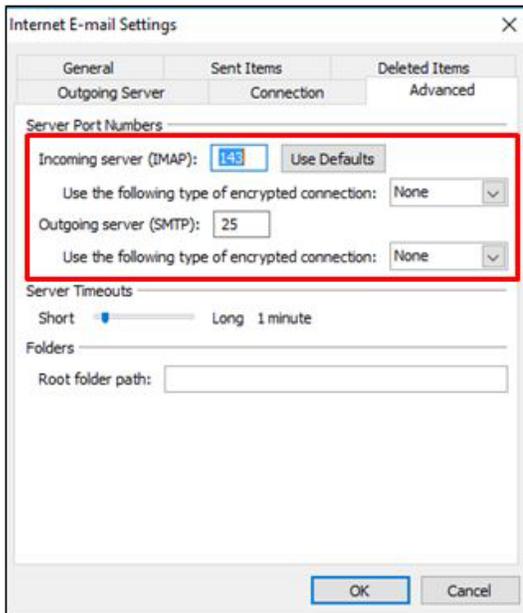
At this point, you should enter your name and email address. Under **Account Type** make sure you select IMAP. Then, enter your incoming mail server and outgoing mail server. And finally, enter your username and password. Your username is your full email address. Then, click **More Settings**.

The screenshot shows the 'Add New Account' dialog box with the 'Internet E-mail Settings' section. It contains several input fields: 'Your Name', 'E-mail Address', 'Incoming mail server', 'Outgoing mail server (SMTP)', 'User Name', and 'Password'. The 'Account Type' dropdown menu is set to 'IMAP' and is highlighted with a red box. A 'More Settings ...' button at the bottom right is also highlighted with a red box. There are also 'Test Account Settings ...' and 'Test Account Settings by clicking the Next button' options.

Under the **Outgoing Server** tab, check off that your **Outgoing server requires authentication** then click on the **Advanced** tab.



Set your IMAP server name reference for both the incoming server and the outgoing server along with your type of encrypted connection.



Now, you'll be able to access all of your email across multiple devices. Your emails will be saved onto a server, allowing your email to be completely centralized.

Do you need help with any IT support or do you want to centralize your data? Give us a call at 248.687.7888 or email us at [inquiry@mediag.com](mailto:inquiry@mediag.com) for more information on how we can help you.