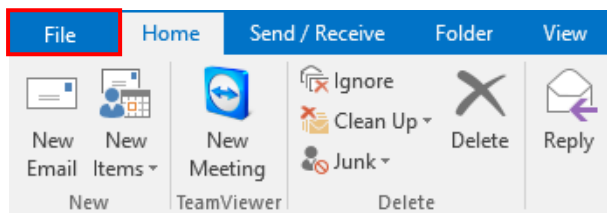


# E-pastu pārsūtīšana konkrētam kolēģim

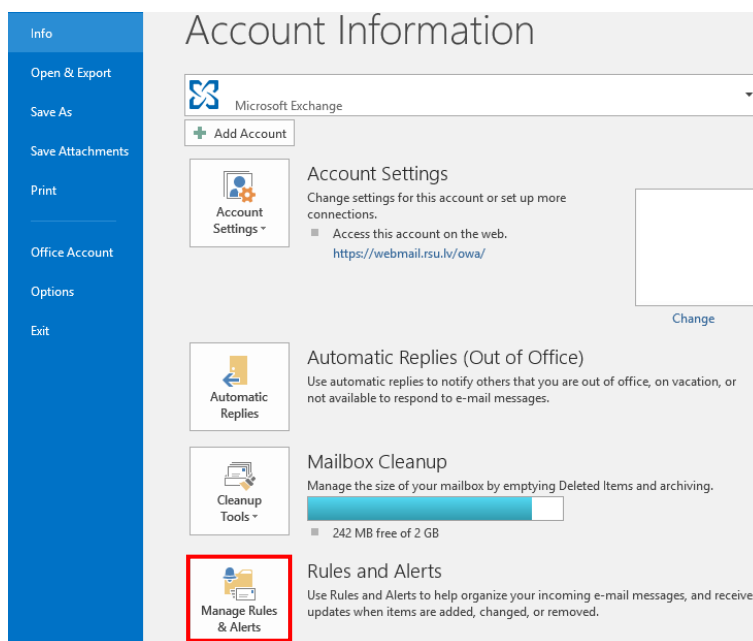
Dodoties plānotā prombūtnē, svarīgi ir pārliecināties par to, ka Jums sūtīti steidzami e-pasti sasniegs nepieciešamo adresātu arī Jūsu prombūtnes laikā. *Outlook* piedāvā iespēju pārsūtīt visus ienākošos e-pastus vai arī konkrētus ienākošos e-pastus (piem., no konkrēta sūtītāja) Jūsu kontaktpersonai vai aizvietotājam.

**Lai nosūtītu visus ienākošos e-pastus vienam vai vairākiem kolēģiem:**

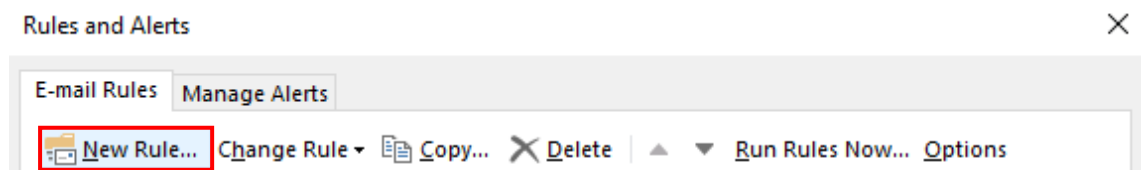
1. Atveriet savu RSU e-pastu lietotnē *Outlook*
2. Atveriet *Outlook* rīkjoslas sadaļu “*File*”



3. Spiediet uz sadaļas “*Rules and Alerts*”



4. Atveroties jaunam logam, izvēlieties sadaļu “*New Rule...*”



5. Atveroties jaunam logam, izvēlieties sadaļā “*Start from a blank rule*” esošo funkciju “*Apply rule on messages I receive*” un spiediet “*Next*”

Rules Wizard ×

Start from a template or from a blank rule  
Step 1: Select a template

**Stay Organized**

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a public group to a folder
- Flag messages from someone for follow-up
- Move RSS items from a specific RSS Feed to a folder

**Stay Up to Date**

- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

**Start from a blank rule**

- Apply rule on messages I receive**
- Apply rule on messages I send

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

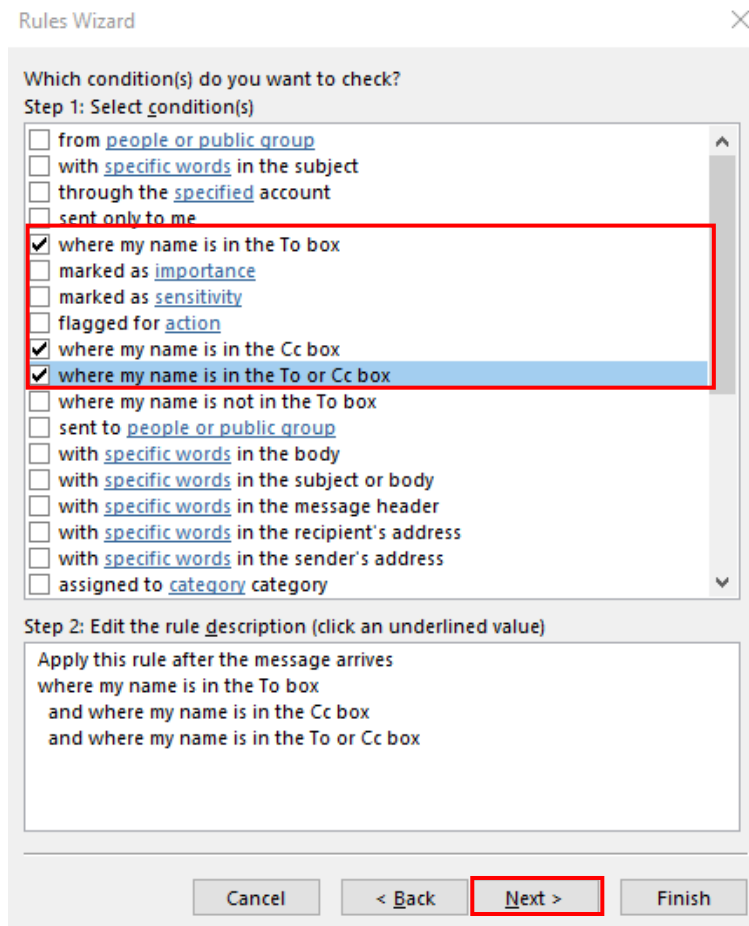
Apply this rule after the message arrives

Cancel < Back **Next >** Finish

6. Atveroties logam “Rules Wizard”, izvēlieties, kādiem e-pastiem vēlaties uzstādīt nosacījumus. Ja vēlaties nosūtīt visus e-pastus, ko saņemat (tos, kuros esat kā saņēmējs norādīts laukos “To”, “Cc” un “Bcc”), atzīmējiet sekojošos laukus:

- where my name is in the To box
- where my name is in the Cc box
- where my name is in the To or Cc box

Spiediet “Next”



Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☐ from [people or public group](#)
- ☐ with [specific words](#) in the subject
- ☐ 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
- ☐ sent to [people or public group](#)
- ☐ with [specific words](#) in the body
- ☐ with [specific words](#) in the subject or 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)

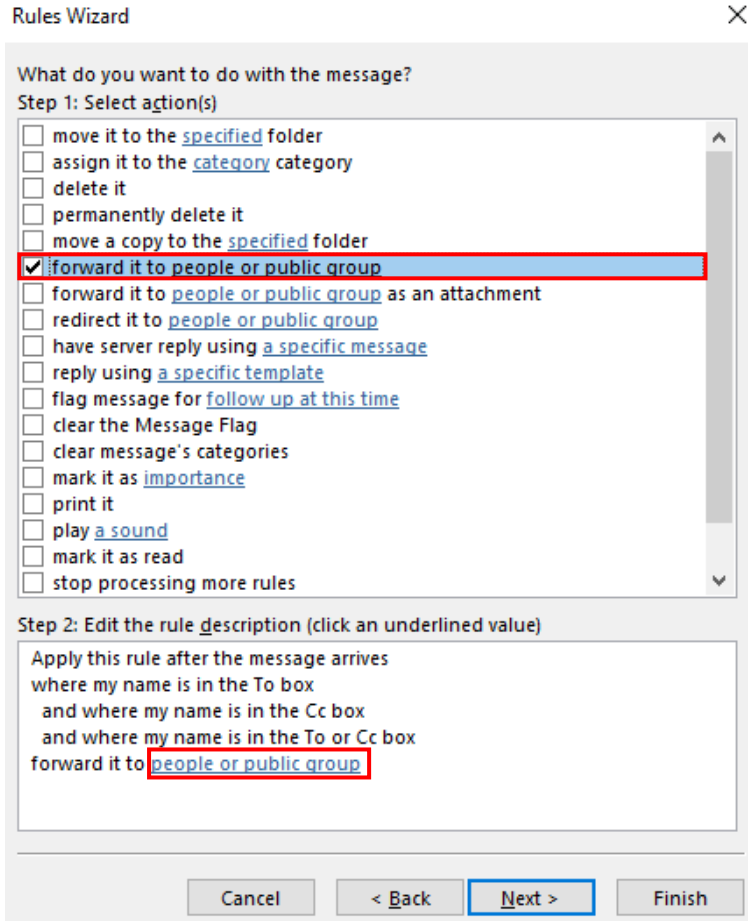
Apply this rule after the message arrives

where my name is in the To box  
and where my name is in the Cc box  
and where my name is in the To or Cc box

Cancel < Back **Next >** Finish

7. Atveroties jaunai sadaļai, izvēlieties, ko vēlaties darīt ar iepriekšējā solī definētajiem e-pastiem. Ja vēlaties visus iepriekš norādītos e-pastus nosūtīt vienam vai vairākiem kolēģiem, izvēlieties sekojošo nosacījumu:
- *forward it to people or public group*

Laukā “Step 2: Edit the rule description (click an underlined value)” spiediet uz pasvītrotā teksta “people or public group”



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
- ☐ redirect it to people or public group
- ☐ have server reply using a specific message
- ☐ 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
- ☐ mark it as read
- ☐ 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 in the To box  
and where my name is in the Cc box  
and where my name is in the To or Cc box  
forward it to people or public group

Cancel < Back Next > Finish

8. Atveroties logam “Rule Address”, laukā “To ->” izvēlieties vienu vai vairākas kontaktpersonas, kam vēlaties pārsūtīt iepriekš definētos e-pastus
- Kad visas nepieciešamās kontaktpersonas izvēlētas, spiediet “Ok”

Rule Address ✕

Search: ☒ Name only ☐ More columns **Address Book**

| Name                                   | Title                           | Business Phone |
|----------------------------------------|---------------------------------|----------------|
| Zigmunds Zitmanis                      | IT departamenta direktors       | +37167061503   |
| Zīgurds Zariņš                         | Docents                         |                |
| Zinātne                                |                                 |                |
| Zinātnes departamenta iepirkumu nodaļa |                                 |                |
| Zinātnes departaments                  |                                 |                |
| Zinātnisko struktūrvienību vadītāji    |                                 |                |
| Zīta Goldšmite                         | Tulkošanas projektu vadītājs    | +37167409180   |
| Zīta Krūmiņa                           | Docents                         |                |
| Zobārstniecības fakultāte              |                                 |                |
| Zofija Bundiķe                         | laborante                       | +37167454359   |
| Žaneta Brazdžiūte                      | Vecākā bibliotekāre             | +37167270790   |
| Žanete Ilziņa                          | TIF Rezidentūras daļas vadītāja | +37167409208   |
| Žanete Zalgaucka                       | Asistenta p.i.                  |                |
| Žanna Kovajova                         | lektore                         | +37167064420   |
| Žanna Martinsone                       | Docente, vad. pētniece          | +37167060816   |
| Žanna Saldaka                          | Biroja vadītāja                 | +37167293837   |

**To ->**

9. Atveroties iepriekšējam logam, laukā “*Step 2: Edit the rule description (click an underlined value)*” parādīsies visas kontaktpersonas, ko izvēlējāties iepriekšējā solī. Ja informācija rādās korekti, spiediet “*Finish*”

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

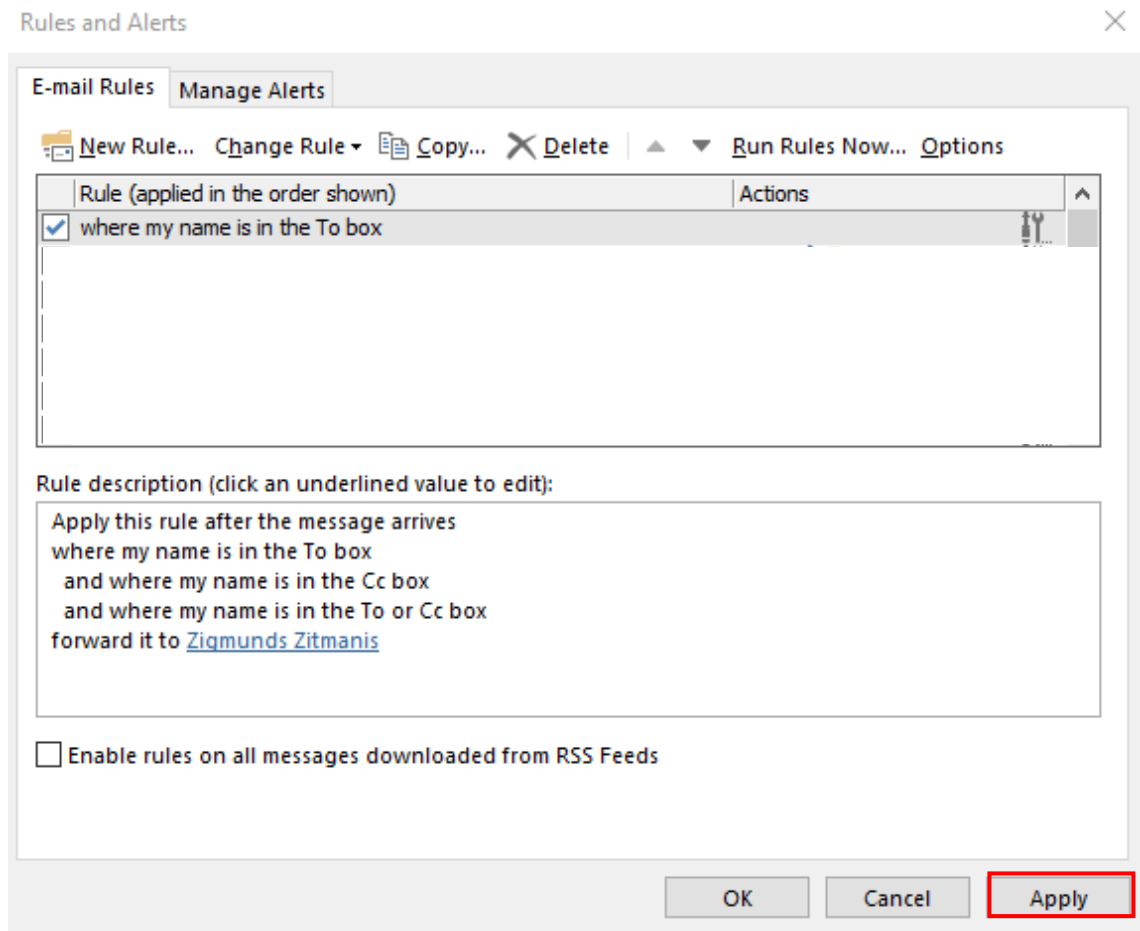
- ☐ move it to the specified folder
- ☐ assign it to the category category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☒ forward it to people or public group
- ☐ forward it to people or public group as an attachment
- ☐ redirect it to people or public group
- ☐ have server reply using a specific message
- ☐ 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
- ☐ mark it as read
- ☐ stop processing more rules

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

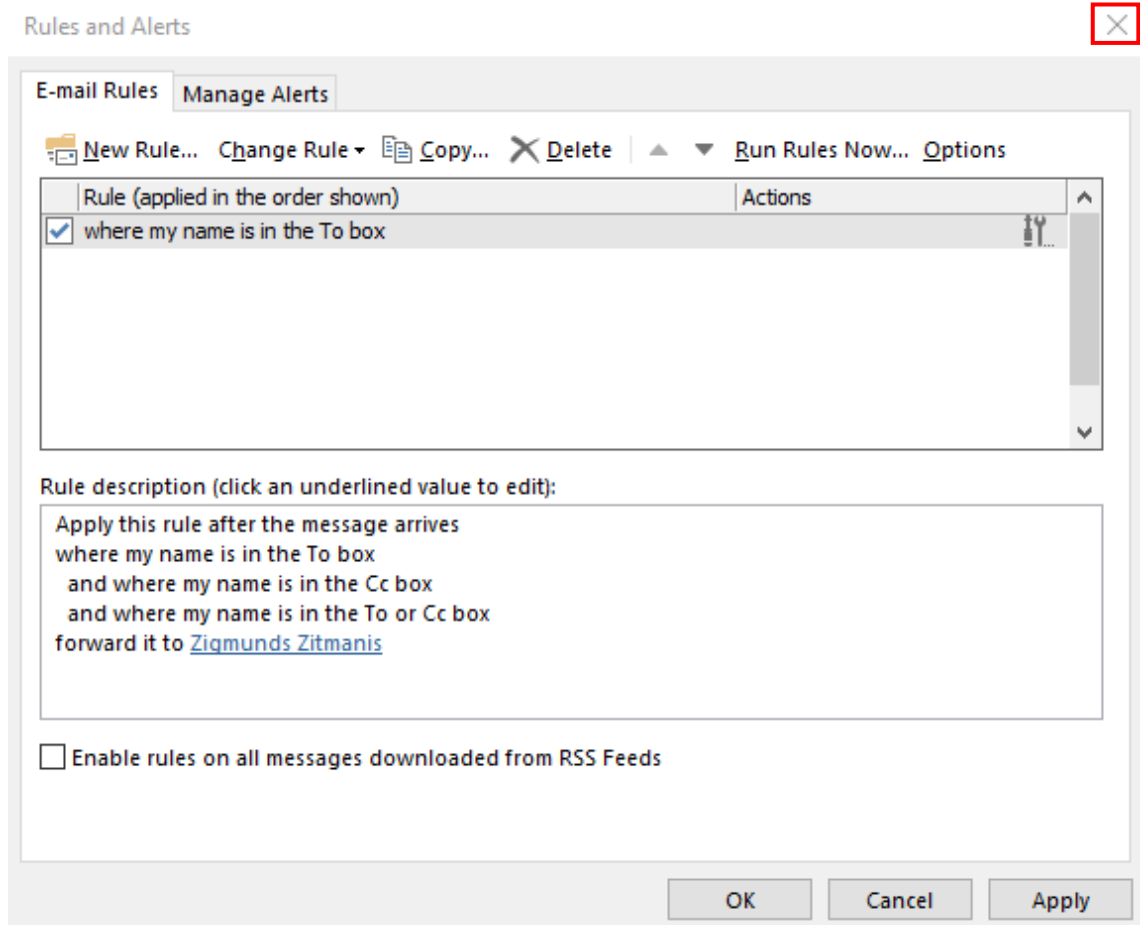
Apply this rule after the message arrives  
where my name is in the To box  
and where my name is in the Cc box  
and where my name is in the To or Cc box  
forward it to Zigmunds Zitmanis

Cancel < Back Next > Finish

10. Atveroties logam “Rules and Alerts”, spiediet “Apply”



11. Ja nevēlaties izveidot citus nosacījumus, aizveriet logu, spiežot uz X simbolu augšējā labajā stūrī



12. Ja vēlaties iepriekš uzstādītu nosacījumu atcelt, dodieties uz sadaļu “Rules and Alerts” un izņemiet ķeksi no attiecīgā nosacījuma. Spiediet “Apply”

