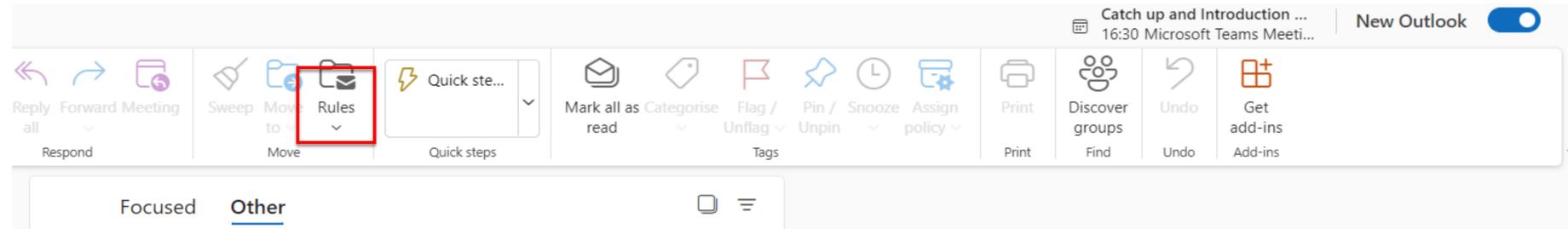


How to Guide

 adda

Automated Email Forwarding for Trade Confirmations

How to auto-forward trade confirmations



Step 1

1. Go into the home section of the ribbon (located on the top of outlook) and find the click the rules dropdown

Rules

1 Trade Receipt Forward Rule

2 Add a condition

From

Subject includes

Add another condition

3 Add an action

Forward to

Select a value.

Add another action

Add an exception

Step 2

1. Find which email the bank / broker sends trade confirmations from
2. Find a common word all trade confirmations have in the subject
3. Create a forward rule to addatcadata@auderesolutions.com

Contact

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www.auderesolutions.com

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