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# 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

Add a condition   From   Subject includes   Confirmation   Add another condition     dd an action     Forward to     Sect a value	Trade Receipt Forward Rule			
dd a condition   From   sett ements@binkXYZ.co.uk ×   Subject includes   Confirmation   Add another condition       dd an action     Forward to				
From	Add a condition			
Subject includes  Confirmation Add another condition dd an action Forward to Sect a value	From	✓ settlements@bankXYZ.co.uk ×	×	
Add another condition dd an action Forward to $\checkmark$ addatcadata@auderesolutions.com	Subject includes	✓ Confirmation ×	×	
dd an action Forward to V addatcadata Dauderesolutions.com	Add another condition			
dd an action Forward to Select a value				
Forward to	Add an action			
Select a value	Forward to	→ addatcadata ⊇auderesolutions.com		
		Seect a value.		
Add another action	Add another action			
Add an exception	Add an exception			

Catch 16:30	up and In Microsoft	troduction Teams Meeti	lew Outlo	ok	)
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over ups	Undo	Get add-ins			
nd	Undo	Add-ins			$\sim$

### 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



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## Contact

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#### More information

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