

Belle Property Coorparoo Email Forward Rule Update

Document Version History

Date:	Change Made By:
23 rd September 2019	Tom

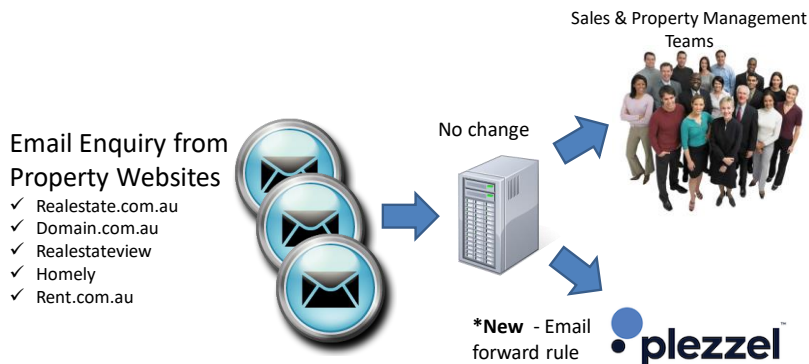
Agency Name/Office

Residential Sales Team

#	Email From	Sent To	Bcc forward a copy to
1.	enquiries@domain.com.au	john.cassimatis@belleproperty.com jonathan.harperhill@belleproperty.com amanda.becke@belleproperty.com paul.mcfetridge@belleproperty.com stephen.salmon@belleproperty.com don.stallman@belleproperty.com marco.poggi@belleproperty.com rachel.dyer@belleproperty.com suella.seminara@belleproperty.com	sales@bellepropertycoorparoo.realestatebookings.com
2.	realestate.com.au@realestate.com.au		
3.	no-reply@realestateview.com.au		
4.	enquiries@homely.com.au		

Residential Property Management Team

#	Email From	Sent To	Bcc forward a copy to
1.	enquiries@domain.com.au	chris.fox@belleproperty.com harrison.stallman@belleproperty.com jess.young@belleproperty.com m.garcia@belleproperty.com sarah.watts@belleproperty.com	rentals@bellepropertycoorparoo.realestatebookings.com
2.	realestate.com.au@realestate.com.au		
3.	no-reply@realestateview.com.au		
4.	enquiries@homely.com.au		
5.	tenantenquiries@rent.com.au		



Key Points:

- We recommend setting up a distribution lists for residential sales/rentals and commercial sales/rentals, this will allow you to add and remove agents from the lists easily for any updates.
- Staff should always receive the email, and Realestatebookings.com just receives a BCC copy of the enquiry.

Example Office 365 Forward Rule Logic (on web browser)

Dark mode

Conversation view Newest messages on top Newest messages on bottom Off

Reading pane Show on the right Show on the bottom Hide

Focused Inbox

Sender image

Group messages by date

Attachment preview

Message preview text

[View all Outlook settings](#)

Settings

Search settings

General

Mail 1

Calendar

Layout

Compose and reply

Attachments

Rules 2

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Rules

+ Add new rule 3

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

You haven't created any rules yet.

Settings

Search settings

General

Mail

Calendar

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Rules

Save Discard X

Plezzel Sales

Add a condition

From

realestate.com.au@realestate.com.au X

enquiries@domain.com.au X

view.com.au X

enquiries@homely.com.au X

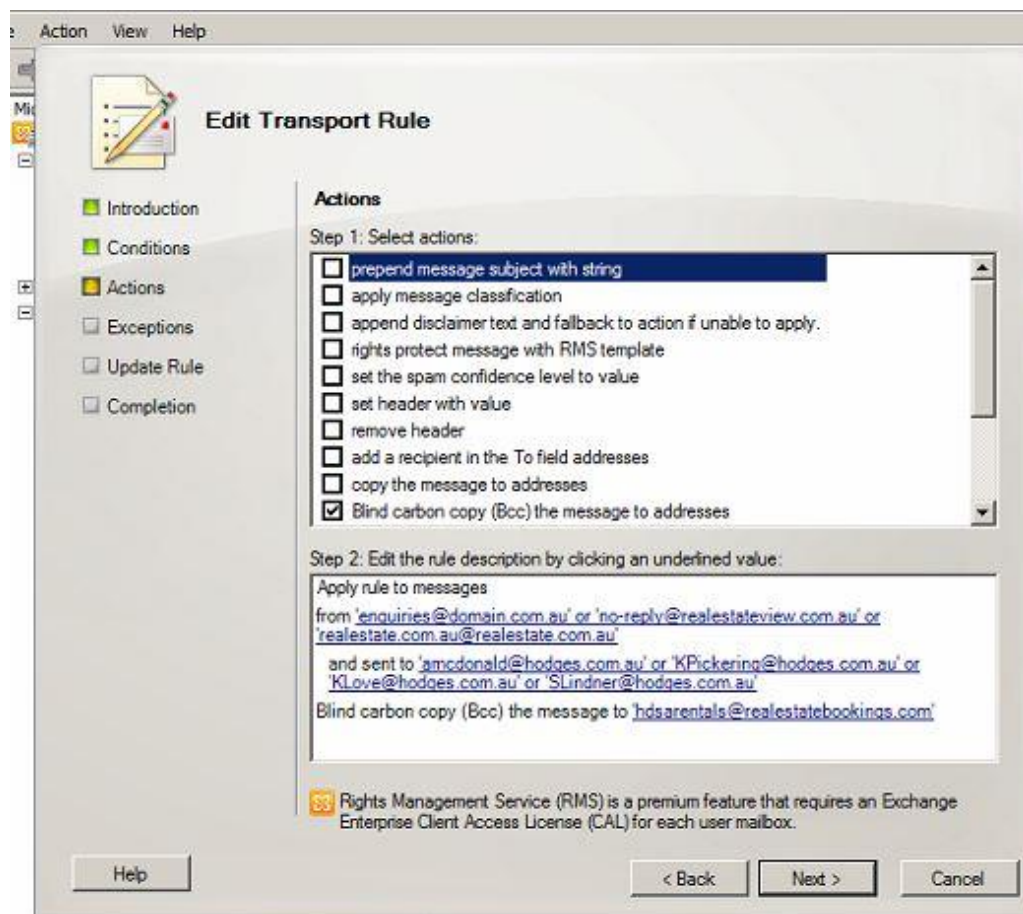
Add another condition

Add an action

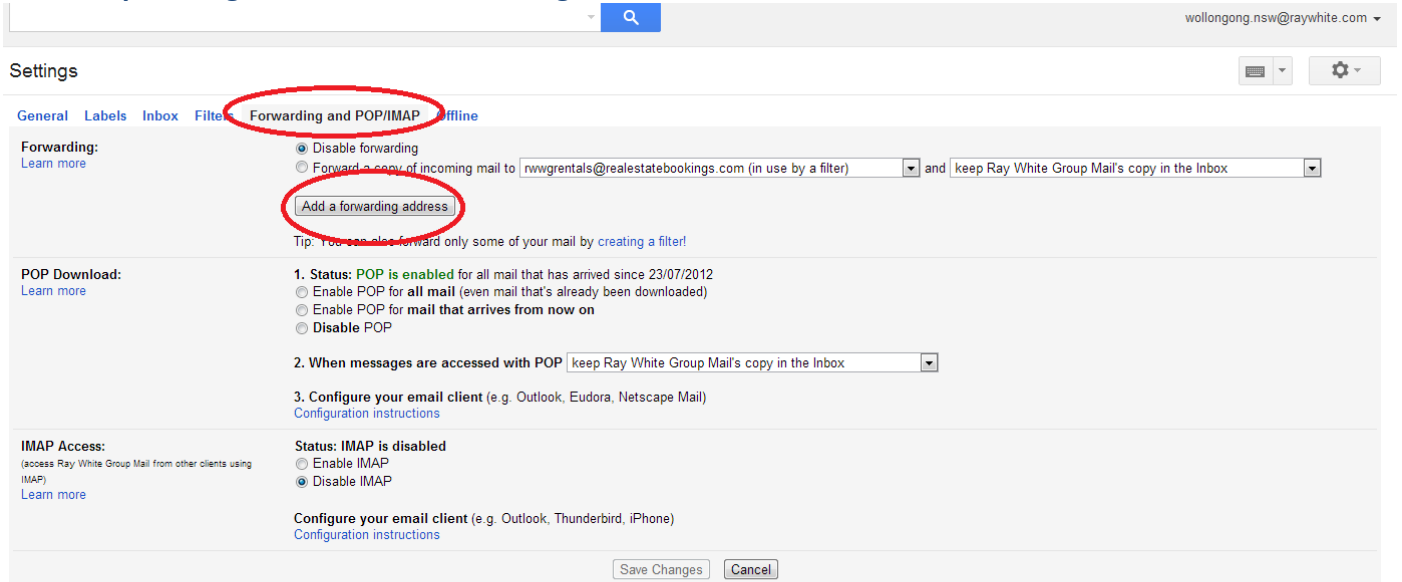
Forward to

Stop processing more rules

Example Exchange Forward Rule Logic



Example Google Mail Forward Rule Logic

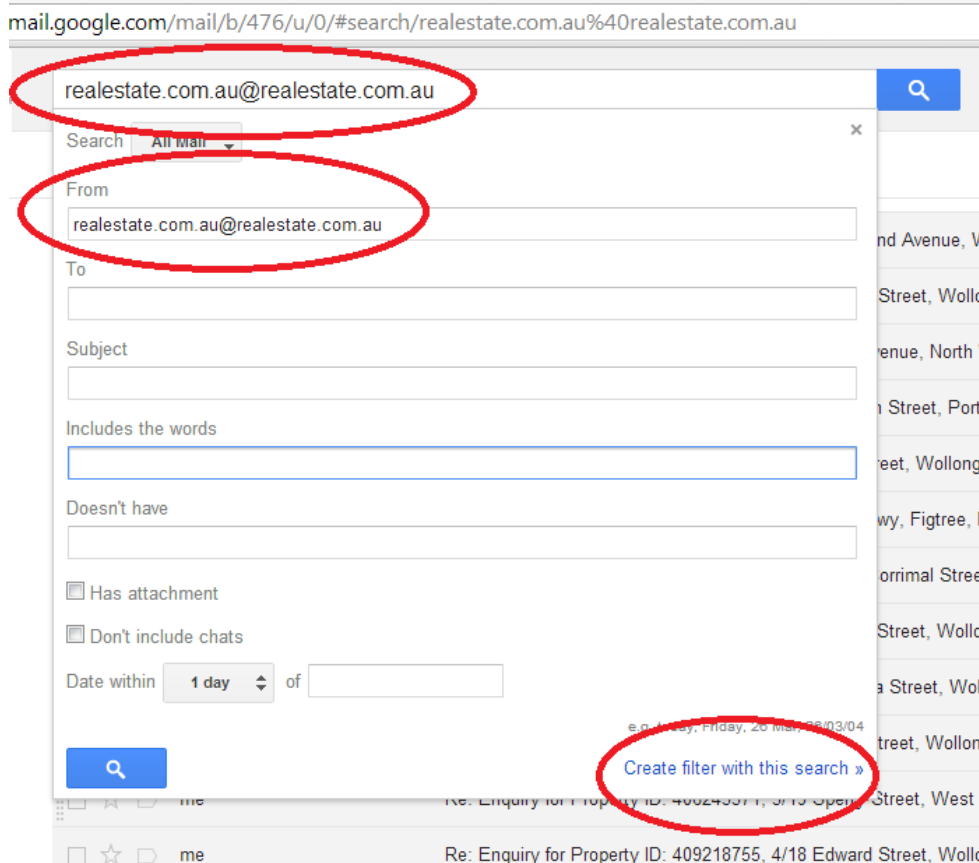


The screenshot shows the 'Forwarding and POP/IMAP' settings page in a Gmail account. The 'Forwarding' section is highlighted with a red circle, showing the option 'Forward a copy of incoming mail to' with the address 'nwwgrentals@realestatebookings.com' and a dropdown menu set to 'keep Ray White Group Mail's copy in the Inbox'. Below this, the 'Add a forwarding address' button is also circled in red. The 'POP Download' section shows 'Status: POP is enabled' and 'When messages are accessed with POP' set to 'keep Ray White Group Mail's copy in the Inbox'. The 'IMAP Access' section shows 'Status: IMAP is disabled'.

2.2 GB (7%) of 30 GB used
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Last account activity: 9 minutes ago
[Details](#)



The screenshot shows the 'Create filter with this search' dialog box in Gmail. The search criteria are: 'From: realestate.com.au@realestate.com.au'. The 'Create filter with this search' button is circled in red. The dialog also shows options for 'Search' (set to 'All mail'), 'Includes the words', 'Doesn't have', 'Has attachment', 'Don't include chats', and 'Date within' (set to '1 day').