1. From Outlook inbox, right-click on email for which you want to set up the forwarding rule.

2. At the pop-up window, choose “subject contains” and remove employee name to make rule generic. Click on Advanced Options.

3. At pop-up window, choose “From 00BATCHADMIN.” Uncheck any other conditions. Click Next.
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4. At pop-up window, choose “forward it to people or distribution list.” In bottom window, click on people or distribution list and the email address book should come up. Select the person to whom you want to forward. Click the “TO” button, then click OK.

5. Click Next, and then click Next. Select “Run this rule now on messages already in “Leave Requests.” Click Finish.