

Howto: Send Notifications to an Extra Person

Answers: Can email notifications be sent to someone else?

You might wish to have some notification emails from our web portal sent to another person you work with. This page talks about how to do that.

In short, you will need to create automatic forwarding rules in your email client. This will ensure the emails are forwarded to the correct people.

Gmail Users

If you use Gmail, please see this article:

<https://support.google.com/mail/answer/10957?hl=en#zippy=%2Conly-forward-certain-kinds-of-messages>

The article describes how to create filters in Gmail so specific messages will be forwarded to the other people you work with. We helpfully format the subject lines of all notifications our web portal sends to make this easier.

Outlook Users

If you use Outlook, please see this article:

<https://support.microsoft.com/en-us/office/use-rules-to-automatically-forward-messages-45aa9664-4911-4f96-9663-ece42816d746>

It describes how to configure filters so certain messages will always be forwarded to the correct colleagues.

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