



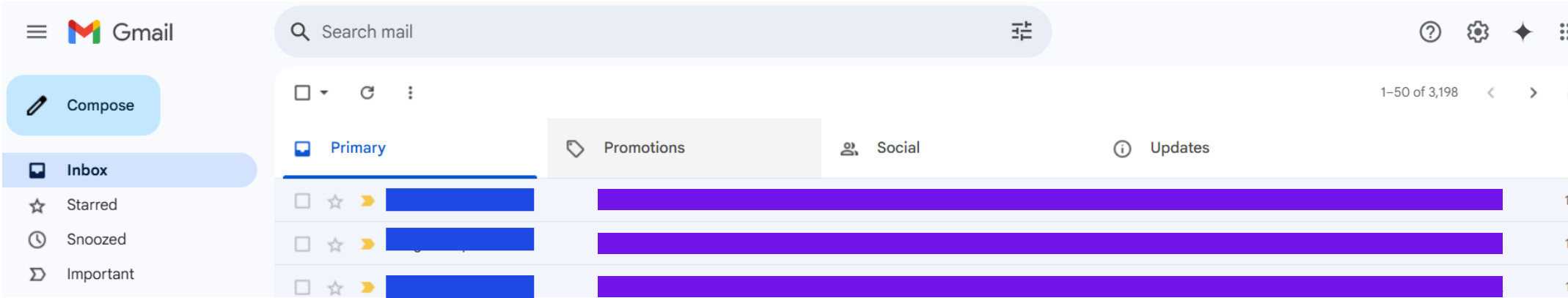
# How to make sure you don't miss KPMG email updates

Các bước cài đặt để không bỏ lỡ email từ KPMG

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# For Gmail

## Sử dụng Gmail

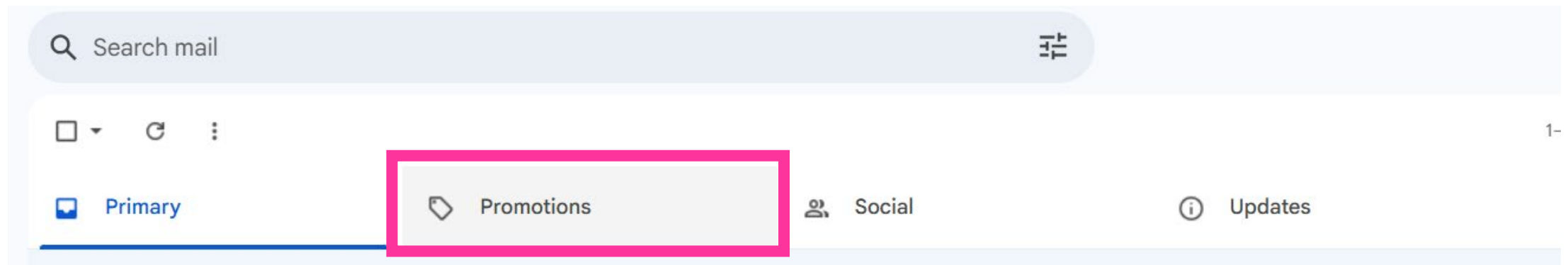


# Step 1

## Bước 1

Navigate to sub-categories tab i.e., **Promotions**, **Updates** in case you cannot find KPMG update emails in the **Primary** tab

*Mở mục **Promotions** hoặc **Updates** (Quảng cáo, Nội dung cập nhật) trong trường hợp không tìm thấy email từ KPMG ở mục **Primary** (Hòm thư Chính)*



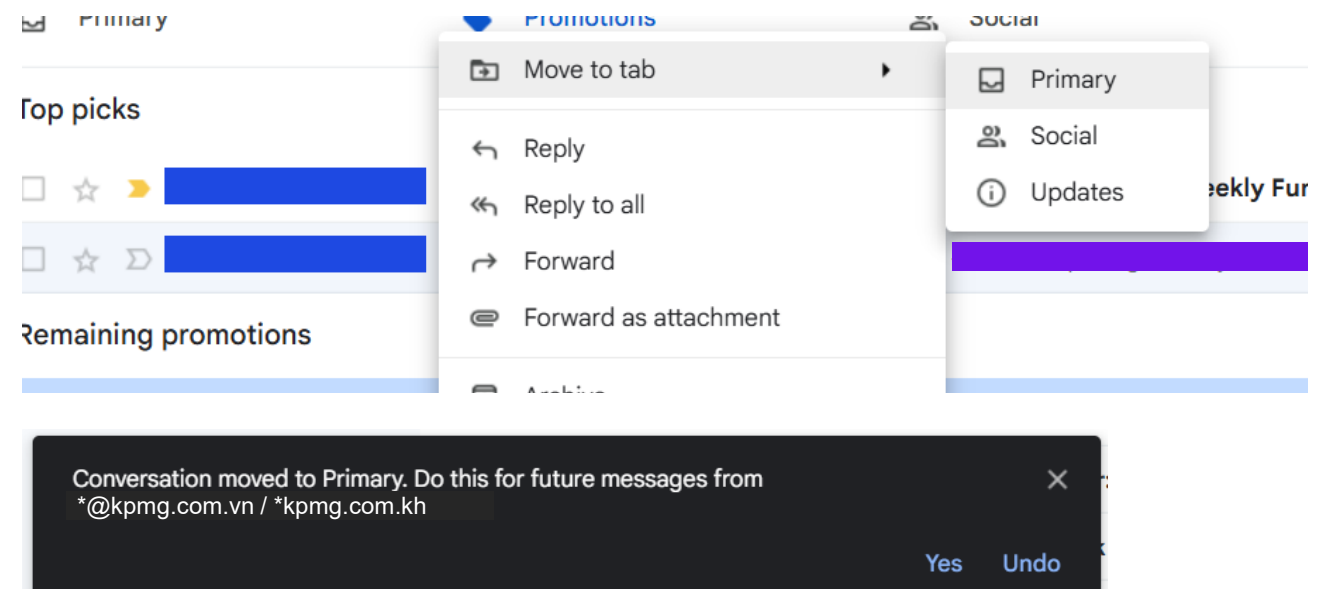
# Step 2



## Bước 2

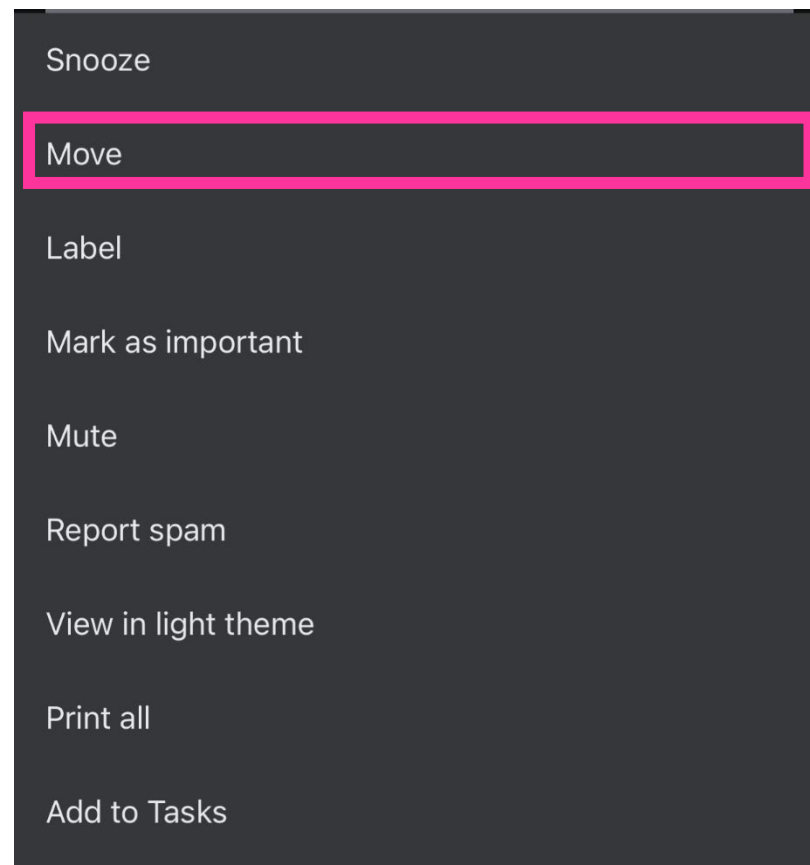
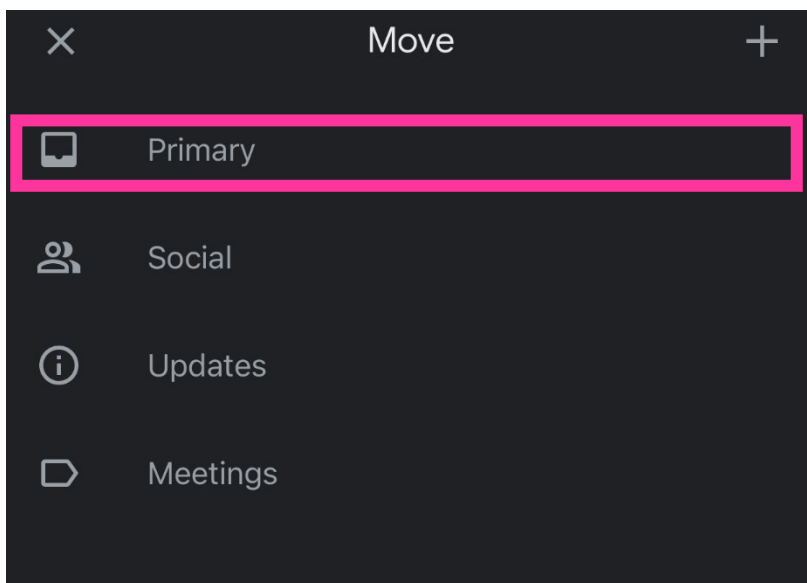
Upon finding emails sent from \*@kpmg.com.vn / \*kpmg.com.kh (\* stands for any names from KPMG certified mailbox):

*Khi đã thấy email gửi từ hòm thư \*@kpmg.com.vn / \*kpmg.com.kh (\* tượng trưng cho tên hòm thư hợp lệ của KPMG):*

- **For Desktop version:** Right-click the email. Navigate to “**Move to tab**”. Choose **Primary**. When a notification shows up and asks “**Do this for future messages from ...**”, please kindly choose “**Yes**”. From now on, you will receive KPMG emails in your Primary mailbox.
- **Khi sử dụng máy tính/laptop:** Nhấp chuột phải vào email. Chọn “**Move to tab**” (Chuyển). Chọn **Primary** (Hòm thư Chính). Khi có thông báo mong muốn tự động chuyển các email sau này từ cùng hòm thư tới Hòm thư Chính, vui lòng chọn “**Có**”.

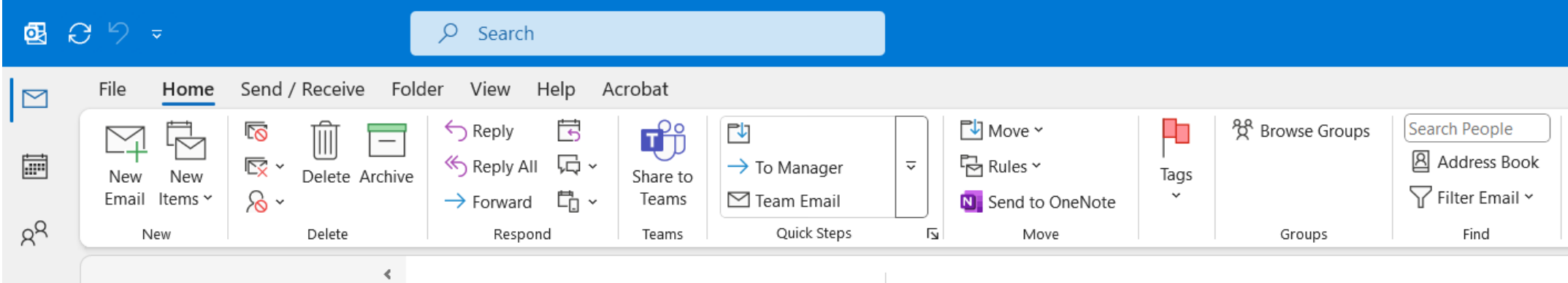


- **For Smartphone App:** Open the email from \*kpmg.com.vn / \*kpmg.com.kh. Choose the icon  located at the top-right corner. Choose **“Move”** and choose **“Primary”**.
- **Khi sử dụng ứng dụng điện thoại:** Chọn mở email được gửi từ hòm thư \*kpmg.com.vn / \*kpmg.com.kh. Chọn biểu tượng  ở góc trên bên phải. Chọn **“Move”** (Chuyển) và chọn **“Primary”** (Hòm thư Chính).



# For Outlook

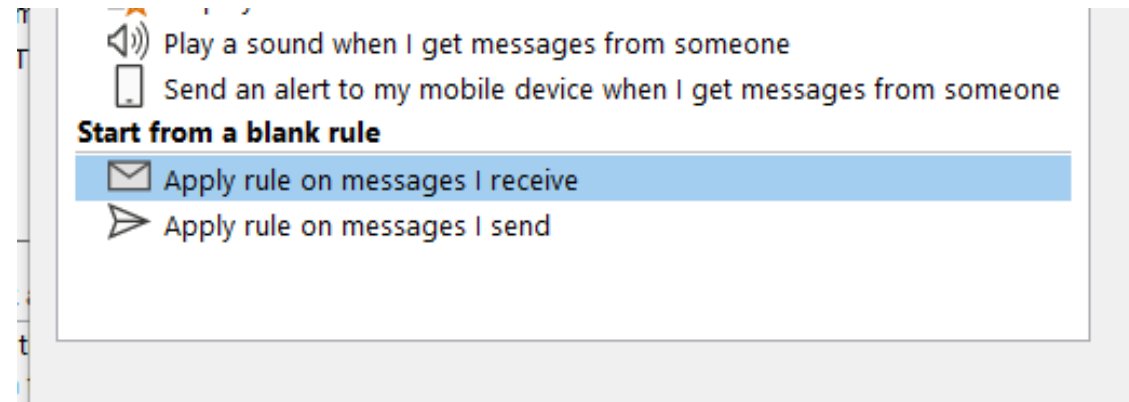
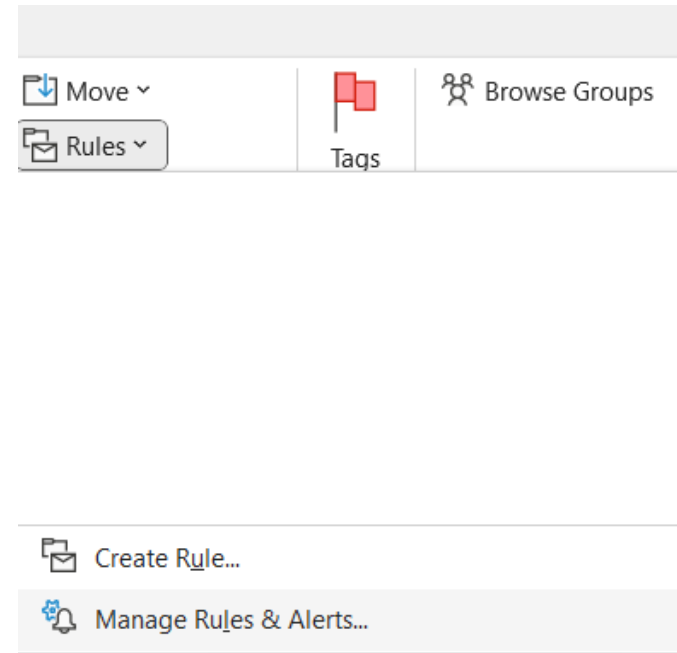
## Sử dụng Outlook



# Step 1

## Bước 1

- Navigate to **Rules -> Manage Rules & Alerts**
  - Choose **New Rules**
  - Choose **“Apply rule on messages I receive”**
- 
- *Chọn Rules -> Manage Rules & Alerts*
  - *Chọn New Rules*
  - *Chọn “Apply rule on messages I receive”*



# Step 2

## Bước 2

- Choose option “**with specific words in the sender’s address**”
- Click the underlined “**specific words**” in the below box. **Type** and **Add** “**kpmg.com.vn**” and “**kpmg.com.kh**”. Then click “**OK**”
- Click “Next >”
- *Đánh dấu “with specific words in the sender’s address”*
- *Nhấp “specific words” được đánh dấu ở bảng dưới. Nhập “kpmg.com.vn” và “kpmg.com.kh”. Chọn “OK”*
- *Chọn “Next >”*

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from people or public group
- with specific words in the subject
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or public group
- with specific words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with specific words in the sender's address

Search Text

Specify a word or phrase to search for in the sender's address:

kpmg.com.kh | Add

Search list:

"kpmg.com.vn"

Remove

OK Cancel

# Step 3

## Bước 3

- Choose option “**move it to the specified folder**”
- Click the underlined “**specified**” and choose your preferable folder. We recommend choosing “**Inbox**” folder as it is the main folder.
- *Đánh dấu “**move it to the specified folder**”*
- *Chọn “**specified**” được đánh dấu ở bảng dưới và chọn Thư mục nhận thư mong muốn. Chúng tôi khuyến khích chọn “**Inbox**”*

What do you want to do with the message?

Step 1: Select action(s)

- move it to the specified folder**
- assign it to the category category
- delete it
- permanently delete it
- move a copy to the specified folder
- forward it to people or public group
- forward it to people or public group as an attachment
- redirect it to people or public group
- have server reply using a specific message
- reply using a specific template
- flag message for follow up at this time
- clear the Message Flag
- clear message's categories
- mark it as importance
- print it
- play a sound
- mark it as read
- stop processing more rules

### Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with: kpmg.com.vn or kpmg.com.kh in the sender's address  
move it to the Inbox folder

# Step 4

## Bước 4

- Choose “**Next >**” **twice**
  - You can edit the name of the Rule to your preference or keep the recommendation
  - Tick “**Turn on this rule**”
  - To finish setting up, click **Finish**
  - Click “**Apply**” to start any rules you are choosing
- 
- Chọn “**Next >**” **hai lần**
  - Quý vị có thể thay đổi tên của rule theo ý muốn hoặc giữ nguyên như hệ thống gợi ý
  - Đánh dấu ô “**Turn on this rule**”
  - Để hoàn thành, nhấp “**Finish**”
  - Chọn “**Apply**” ở bảng *Rules & Alerts* để áp dụng cài đặt vừa tạo

Finish rule setup.

Step 1: Specify a name for this rule

'kpmg.com.vn' or 'kpmg.com.kh'

Step 2: Setup rule options

Run this rule now on messages already in "Inbox"

Turn on this rule

Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives with 'kpmg.com.vn' or 'kpmg.com.kh' in the sender's address move it to the Inbox folder

Cancel < Back Next > Finish