



Office of Information Resources Management

How to Automatically Forward Messages to Another Account

You can use Inbox rules to automatically forward or redirect messages sent to your mailbox to another account.

How do I automatically redirect all messages to another account?

1. After you sign in to your account, click **Options**, then click **Organize E-Mail**, and then click **Inbox Rules**.
2. On the **Inbox Rules** tab, click **New**.
3. Under **When the message arrives**, select **Apply to all messages**.
4. Under **Do the following**, select **Redirect the message to**.
5. Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to doesn't appear, you can enter the e-mail address in the **To** field.
6. Click **OK** to save your selections and return to the new rule window.
7. Click **Save** to save your rule and return to the **Inbox Rules** tab.

What else do I need to know?

Redirecting and forwarding are not the same.

- Messages that are redirected will appear to come from the original sender. When you reply to a message that has been redirected, the reply will be sent to the original sender.
- Messages that are forwarded will appear to be forwarded from you. When you reply to a message that has been forwarded, the reply will be sent to the address the message was forwarded from, not to the original sender.
- A copy of messages that you redirect or forward will remain in your Inbox.