

## Microsoft Outlook

### Automatically forward incoming messages to another e-mail account

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Use this method if you want to forward a copy of messages to someone else. The recipient will see that the message was forwarded from a message originally delivered to your e-mail account.

**NOTE** The following steps explain how to create and apply a rule to your Inbox or one of your private folders. To create a rule for a public folder, you must do so from the folder's **Properties** dialog box.

1. Click **Mail** in the **Navigation Pane**.
2. On the **Tools** menu, click **Rules and Alerts**.
3. If you have more than one e-mail account in your Outlook e-mail profile, then in the **Apply changes to this folder** list, click the Inbox to which you want the new rule to apply.
4. Click **New Rule**.
5. Under **Start from a blank rule**, click **Check messages when they arrive**, and then click **Next**.
6. Under **Step 1: Select condition(s)**, select the check box next to each condition that you want the incoming message to match.
  7. Under **Step 2: Edit the rule description**, click the underlined value that corresponds to the condition, and then select or type the necessary information for the condition.
    - + Example: Forward every message you receive from Katarina Larsson
8. Click **Next**.
9. Under **Step 1: Select action(s)**, select the **forward it to people or distribution list** check box.
10. Under **Step 2: Edit the rule description**, click **people or distribution list**.
11. In one of the address lists, double-click the name or distribution list to which you want to forward the messages, and then click **OK**.
12. Click **Next** twice.
13. Under **Step 1: Specify a name for this rule**, type a name.

To run this rule on the messages that are already in your folders, select the **Run this rule now on messages already in "folder"** check box.

To apply this rule to all your e-mail accounts and inboxes, select the **Create this rule on all accounts** check box. This option is grayed out if you do not have more than one e-mail account or Inbox.
14. Click **Finish**.