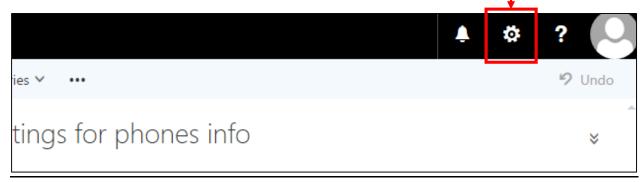# HOW TO FORWARD EMAILS TO AN ALTERNATIVE EMAIL ACCOUNT

Outlook Web App

1. Click on the **Settings** tab in the top right corner of the screen. It will be located between the bell and question mark icons.
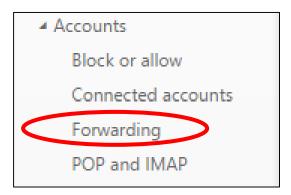

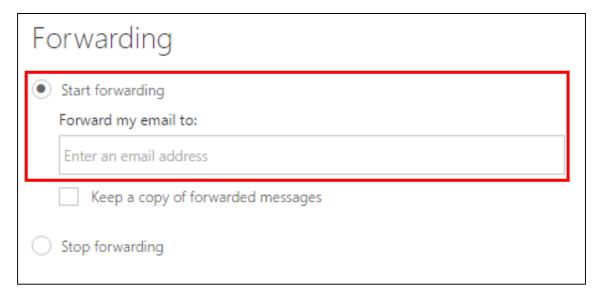2. At the bottom right side of the screen, click on the option that says **Mail**.

3. A list of options will then appear on the left of the screen. Towards the bottom, under the **Accounts** tab, click on the option that says **Forwarding**.
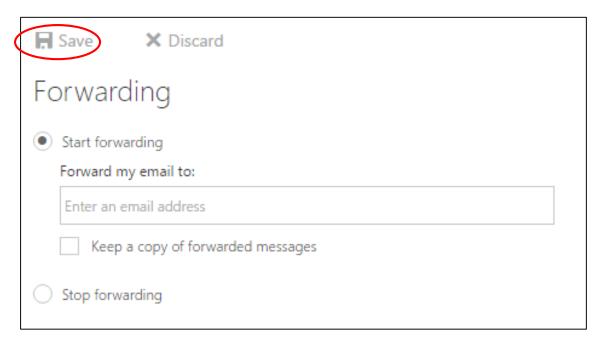

4. Select the **Start Forwarding** option and then enter the email you would like messages to be redirected to.
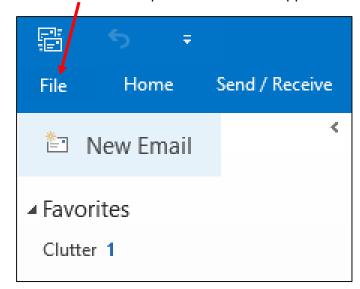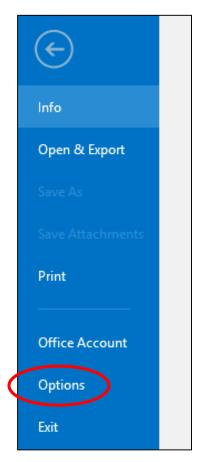
5. Press **Save**.

Outlook Desktop App

1. Click on **File** in the top left corner of the App.

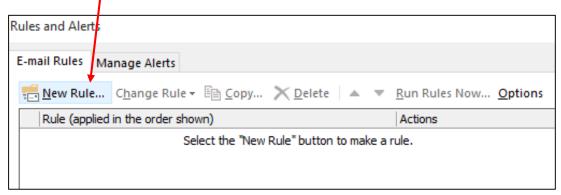2. Once the light blue tab opens, click on **Options**.

3. Scroll down under **Account Information** and select **Manage Rules and Alerts**.
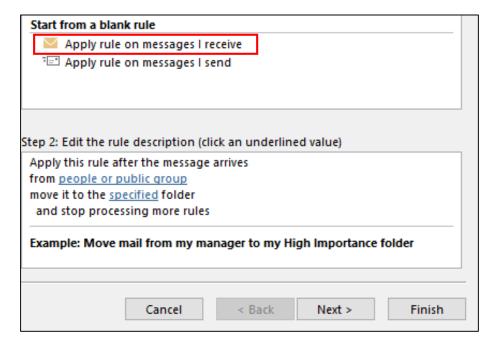
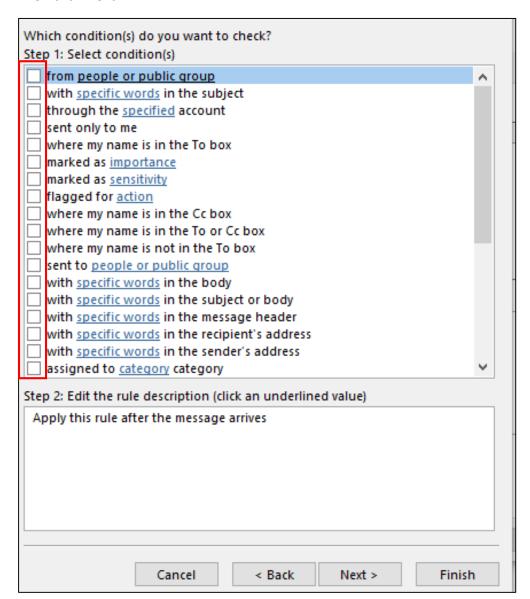*"Proudly Providing IT Support for the UNO Community"*

4. Select **New Rule**.

Rules and Alerts

E-mail Rules | Manage Alerts

New Rule... Change Rule ▾ Copy... ✕ Delete | ▲ ▼ Run Rules Now... Options

Rule (applied in the order shown)	Actions
Select the "New Rule" button to make a rule.	

5. Underneath **Start from a blank rule**, select **Apply rule on messages I receive**. Click Next.

Start from a blank rule

✉ Apply rule on messages I receive
📧 Apply rule on messages I send

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

Apply this rule after the message arrives
from people or public group
move it to the specified folder
and stop processing more rules

Example: Move mail from my manager to my High Importance folder

Cancel | < Back | Next > | Finish

6. Select all the conditions from the list that will apply to the rule of forwarding messages. Then click Next.

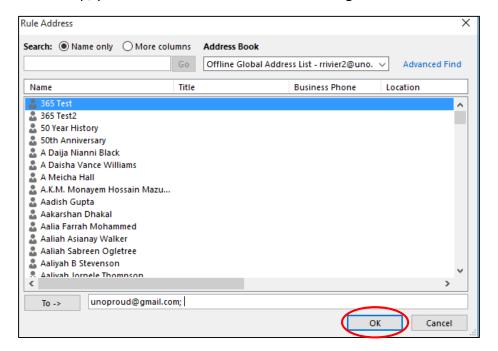**Which condition(s) do you want to check?**
Step 1: Select condition(s)

- [ ] 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 recipient's address
- [ ] 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

| Cancel | < Back | Next > | Finish |

"Proudly Providing IT Support for the UNO Community"

7. Select actions from the list that will apply to the rule of forwarding messages. Edit the rule by clicking on **people or public group.**

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
- start application
- mark it as read

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

Apply this rule after the message arrives
with UNO in the subject

Cancel   < Back   Next >   Finish

8. In this step, you will add the email to where messages will be forwarded to. Click **OK**.

IT Help Desk
helpdesk@uno.edu

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Office of Information Technology

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9. Select any exceptions (if necessary). Edit the rule description accordingly.

Rules Wizard

Are there any exceptions?
Step 1: Select exception(s) (if necessary)

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

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

Apply this rule after the message arrives
with UNO in the subject
forward it to unoproud@gmail.com

[Cancel] [< Back] [Next >] [Finish]

10. Create a name for this rule. Set up rule options. Review the rule before clicking **Finish**.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

UNO

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 UNO in the subject
forward it to unoproud@gmail.com

Cancel   < Back   Next >   Finish