## Forward All Emails to Another Email Account

You can use Inbox rules to automatically forward messages sent to your mailbox to another account. To set up this rule, follow the instructions below.

1. Login to your <u>Outlook Web App</u> and click the **Settings** icon in the upper right corner.



2. Next click "View all Outlook settings" at the bottom of the Settings pane.

Settings ×
✓ Search Outlook settings
Theme
Conversation view ①
<ul> <li>Newest messages on top</li> </ul>
<ul> <li>Newest messages on bottom</li> </ul>
Off Off
Reading pane
Show on the right
O Show on the bottom
◯ Hide
Focused Inbox ①
Sender image
Group messages by date
Attachment preview
Message preview text
View all Outlook settings 🛛

3. In the Settings menu, select **Mail**, then **Forwarding**. In the forwarding section, type in your email address you want to forward mail to and select "**Keep a copy of forwarded messages**".

Settings	Layout	Forwarding	Save	Discard	$\times$
Settings	Layout Compose and reply Attachments Rules Sweep Junk email Customize actions Message handling Forwarding Automatic replies	Forwarding   You can forward your email to another account.   Image: Constraint of the second s	Save	Discard	×
	Retention policies				

4. Lastly, click **Save** in the upper right corner and you are all set!