

Automatically Redirect all email messages to another Mailbox

1. Sign into Outlook Web App.
2. Click on the Mail tile 
3. Click on the "gear" icon  (tools) at the top right of the screen.
4. Scroll down
5. Under **Your app settings**, click **Mail**

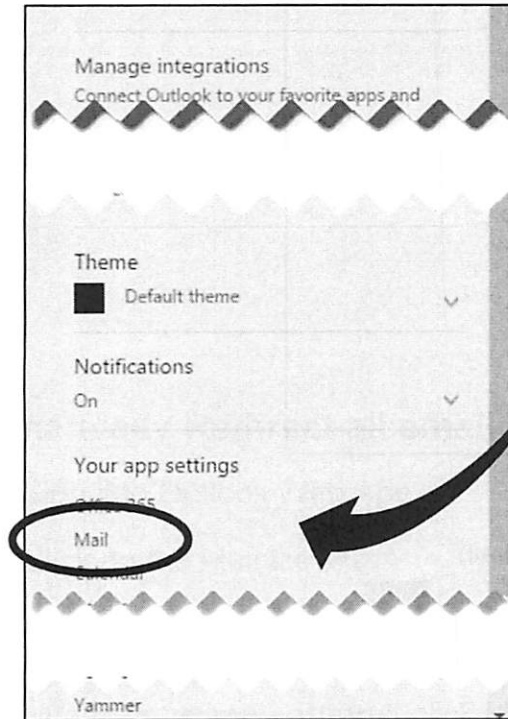


Figure 1

This opens an **Options** menu on the left side of the screen

6. Click **Accounts** (if it's not already open)
7. Click on **Forwarding**

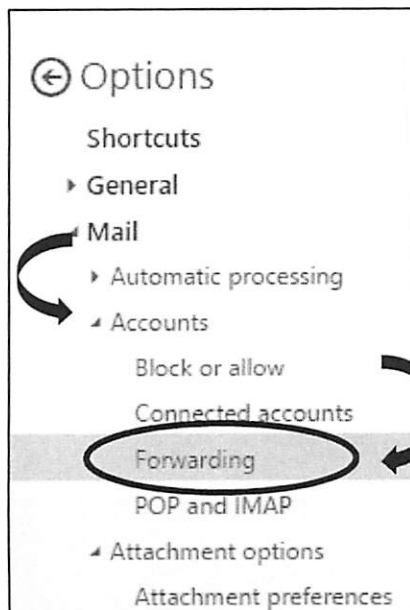


Figure 2

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8. Click the radio button beside **Start forwarding**
9. Enter the forwarding email address.

10. Click **Save**  **Save**.

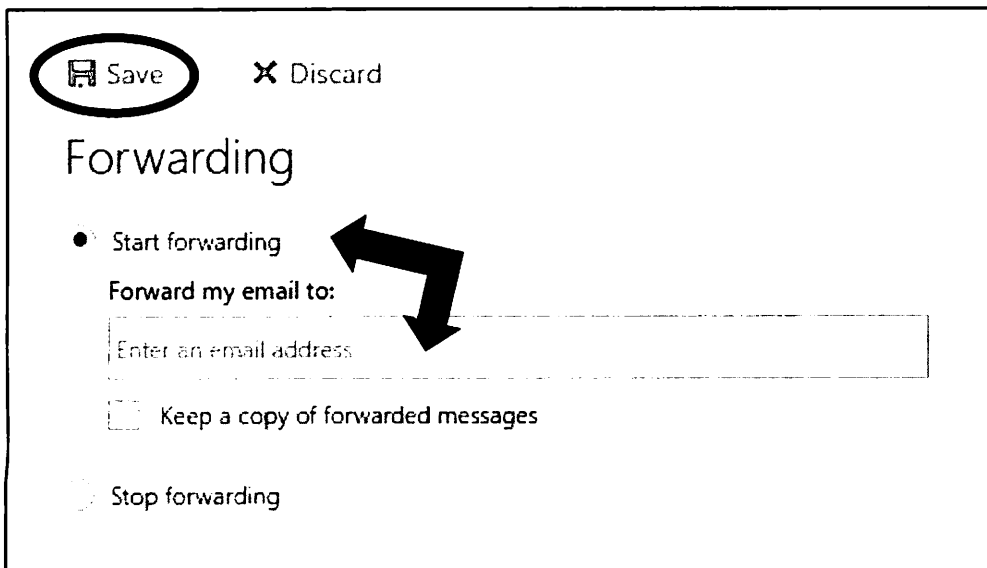


Figure 3

11. Click the word **Options**. (this will take you back to mail)

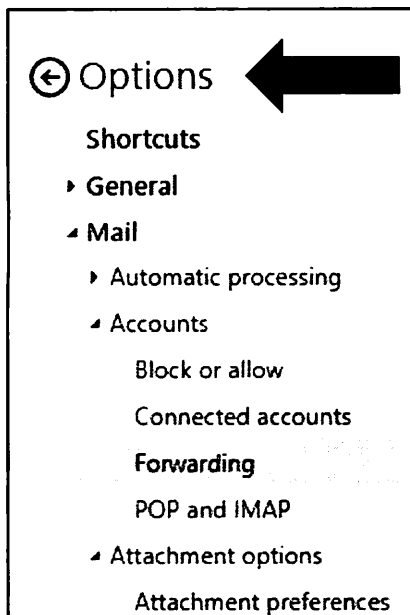


Figure 4