

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.