

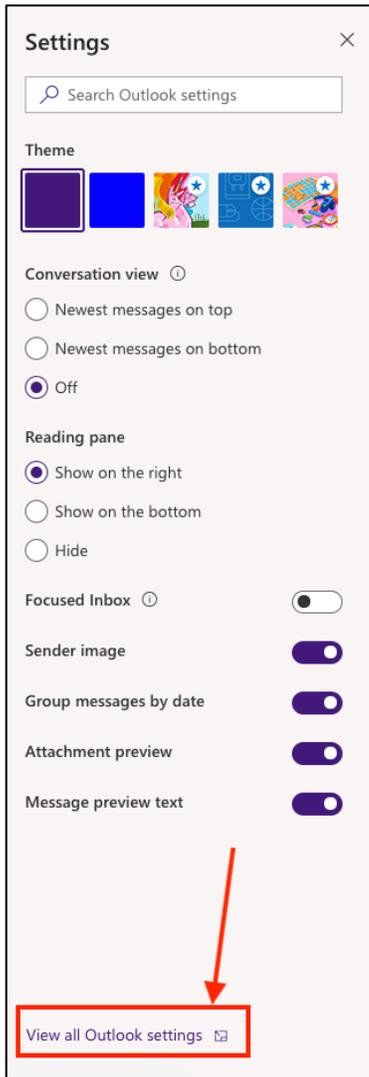
Forward All Emails to Another Email Account

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.

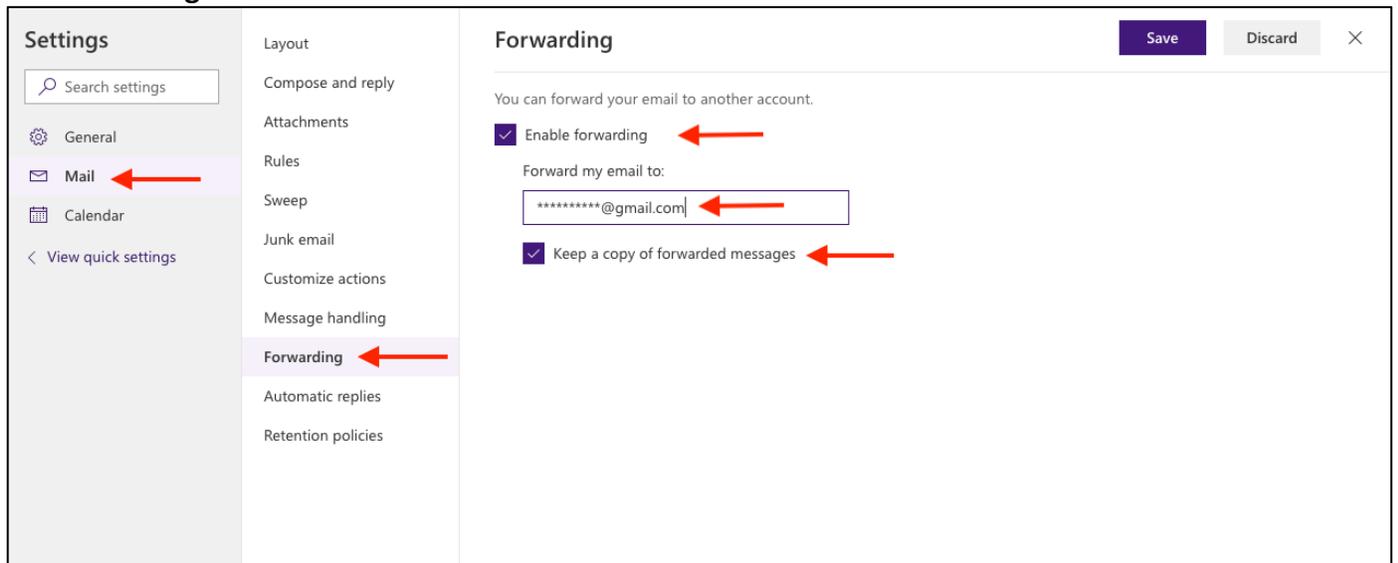
1. Login to your [Outlook Web App](#) and click the **Settings** icon in the upper right corner.



2. Next click **“View all Outlook settings”** at the bottom of the Settings pane.



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**”.



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