

How to Auto-Forward All Outlook Emails to an Outside Email Service

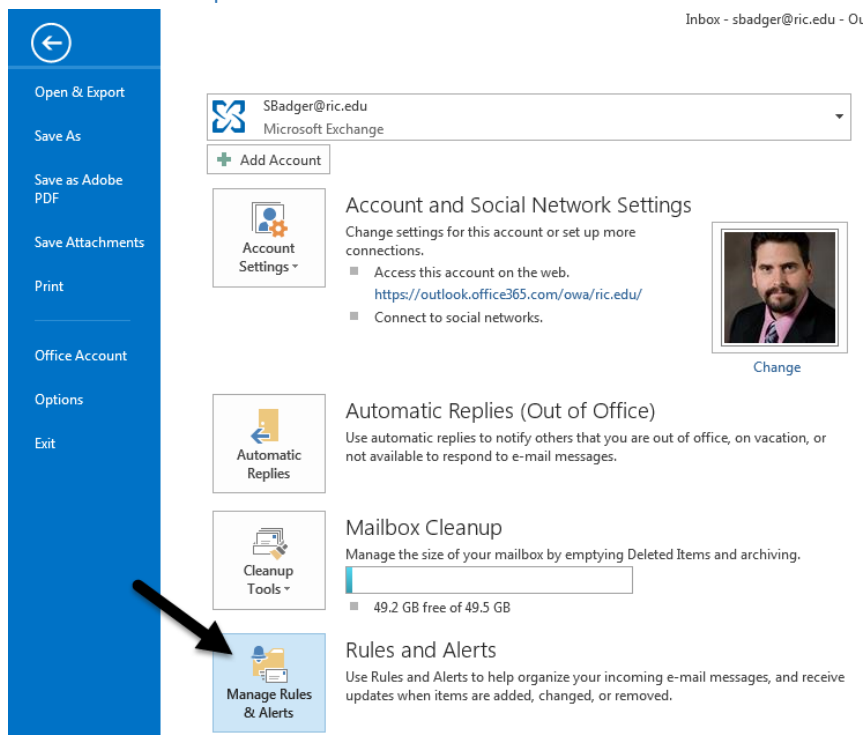
By Scott Badger

Although we strongly recommend that all faculty, staff and students use Office 365 for email to take full advantage of the collaborative features and to allow us to better support your email needs, you can create a rule to forward some or all of your emails to an outside email service.

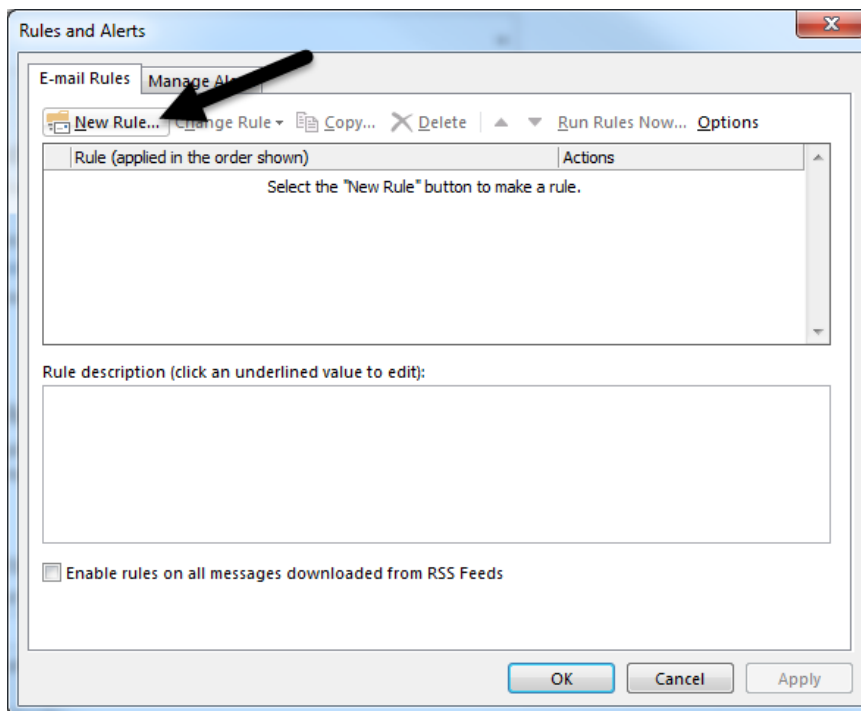
Contents

Using Outlook Desktop Client	1
Using the Office 365 Mail App	5

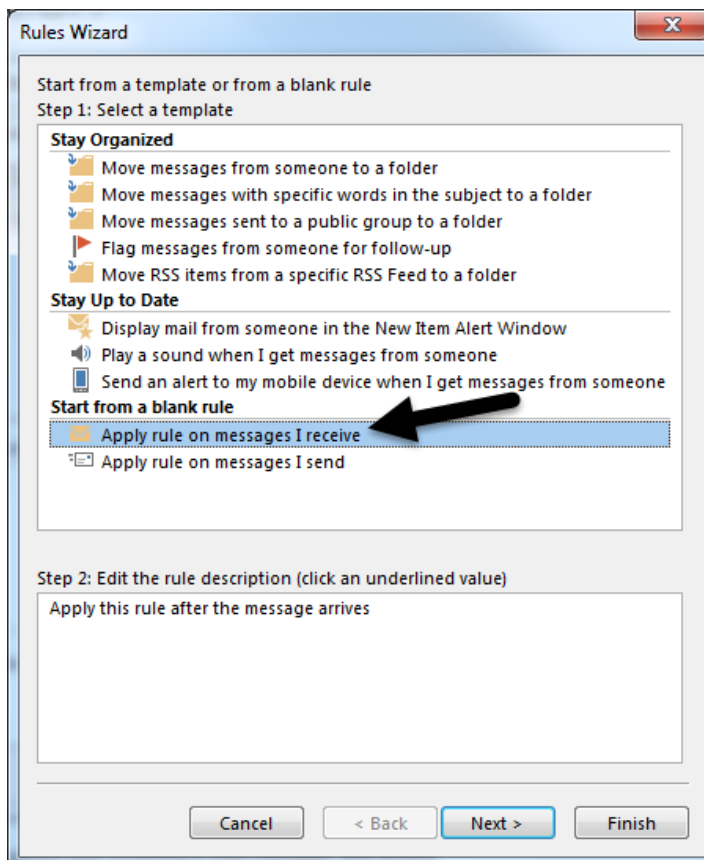
Using Outlook Desktop Client



1. Click **"File"** and select **"Manage Rules & Alerts"**.

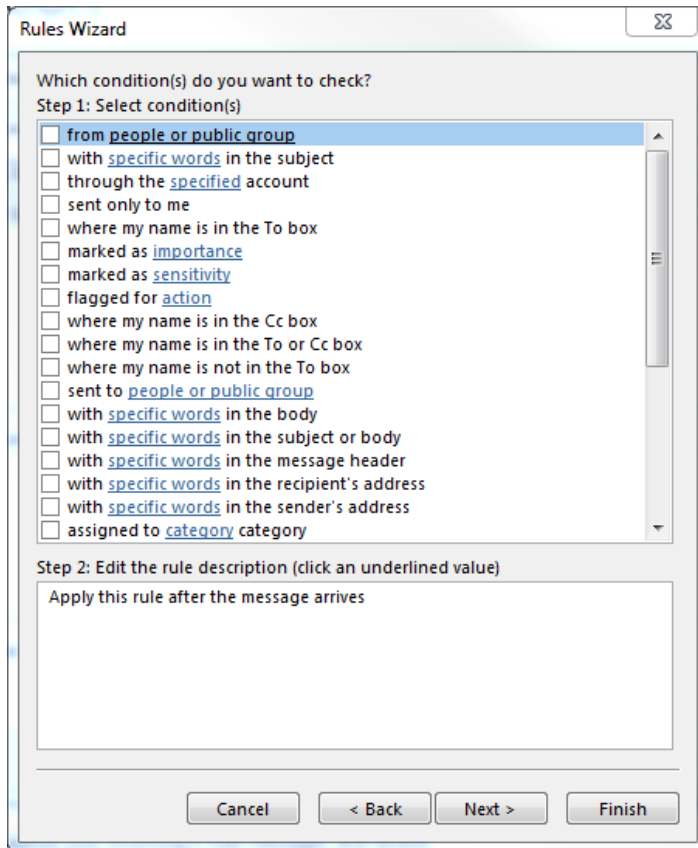


2. Click **"New Rule"**.

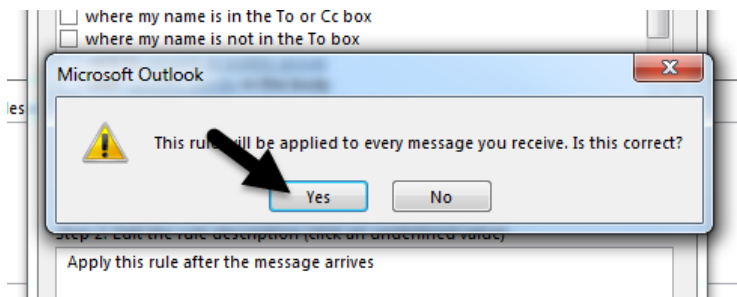


3. Click **"Apply Rule on Messages I Receive"**.

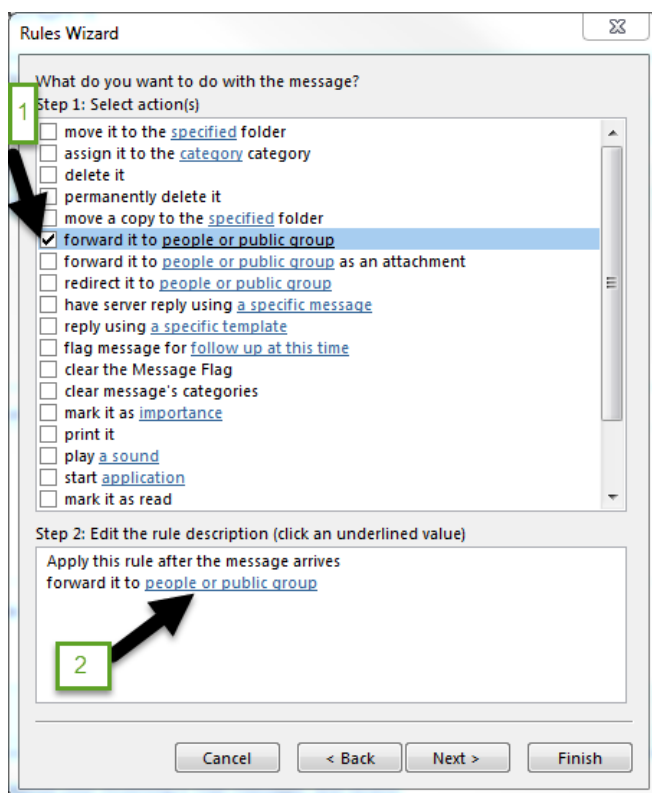
- Click **"Next"**.



- Leave all check boxes unchecked.
- Click **"Next"**.

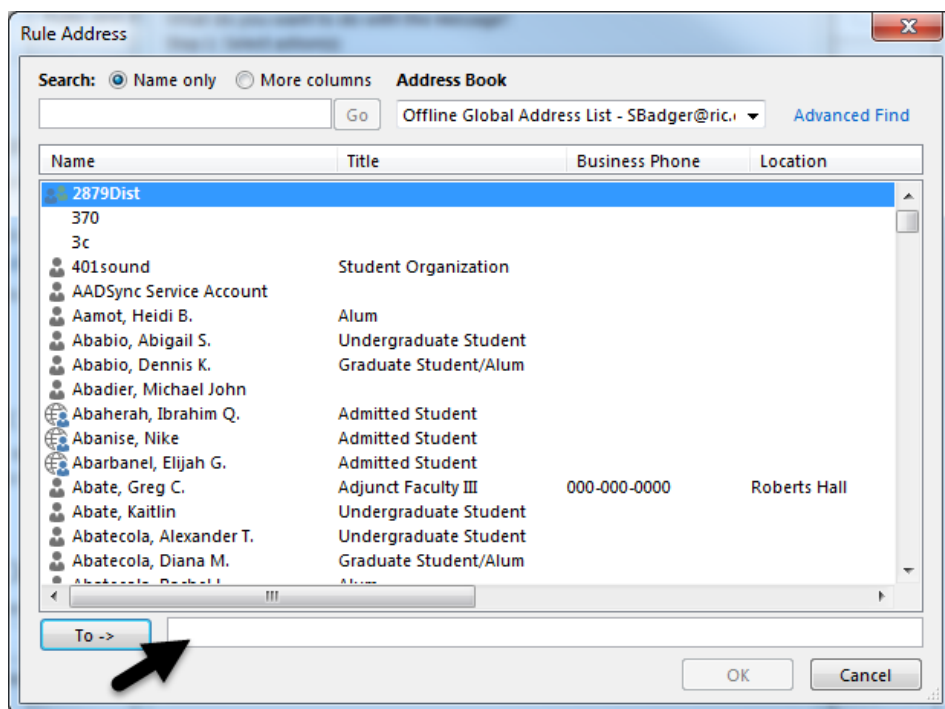


- Click **"Yes"**.



8. Check “Forward It to People or Public Group” from the top section.

9. Click “People or Public Group”.



10. In the To field, type your outside email service address. (i.e. jdoe@gmail.com)

11. Click “OK”.

12. Click **"Next"**.
13. Click **"Next"**.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

jdoe@gmail.com

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)

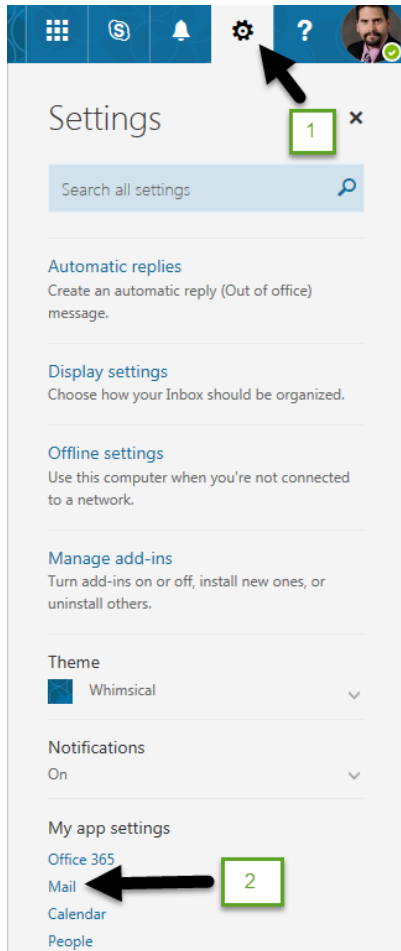
Apply this rule after the message arrives
forward it to jdoe@gmail.com

Cancel < Back Next > Finish

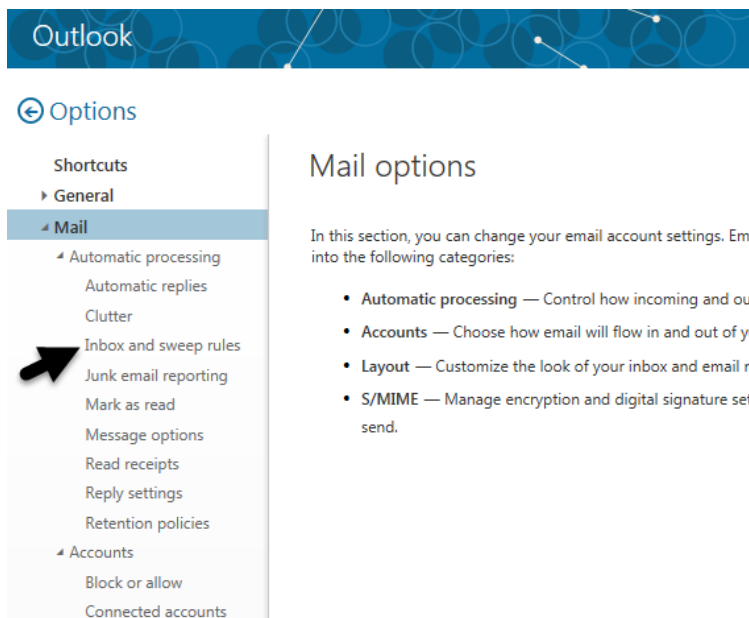
14. Make sure that **"Turn on this rule"** is checked.
15. Click **"Finish"**.

Using the Office 365 Mail App

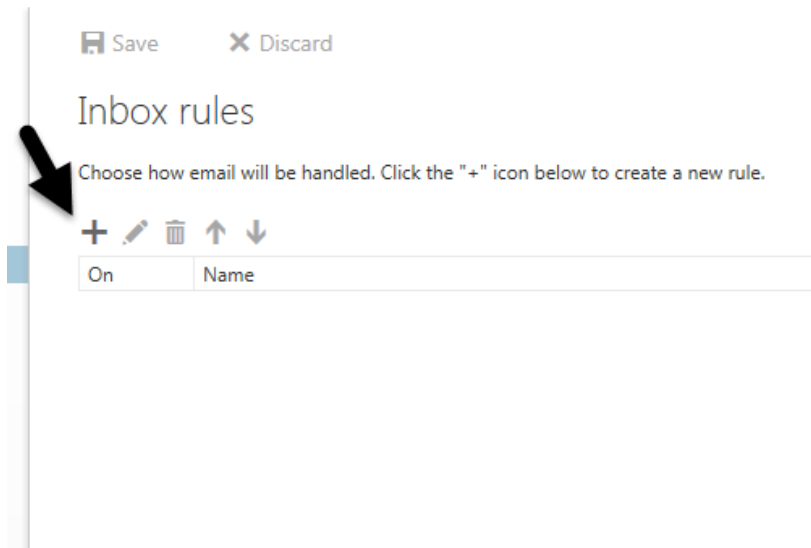
1. Make sure that your Office 365 Mail app.



2. Click the Options buttons and then click **“Mail”** below the “My app settings” section.

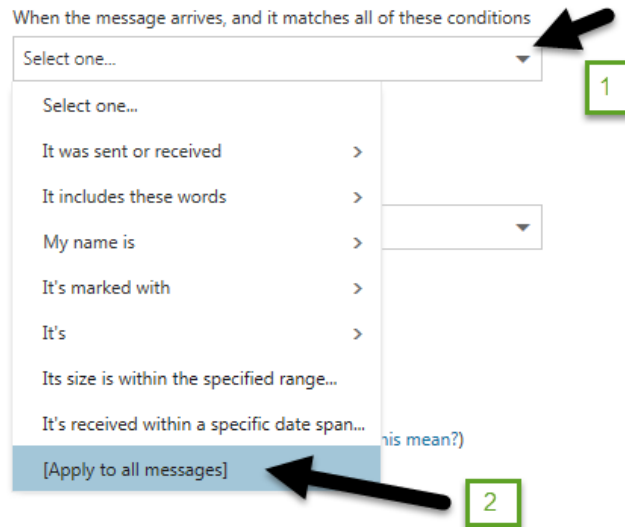


3. On the left side below the **“Options”** section, click **“Inbox and sweep rules”**.

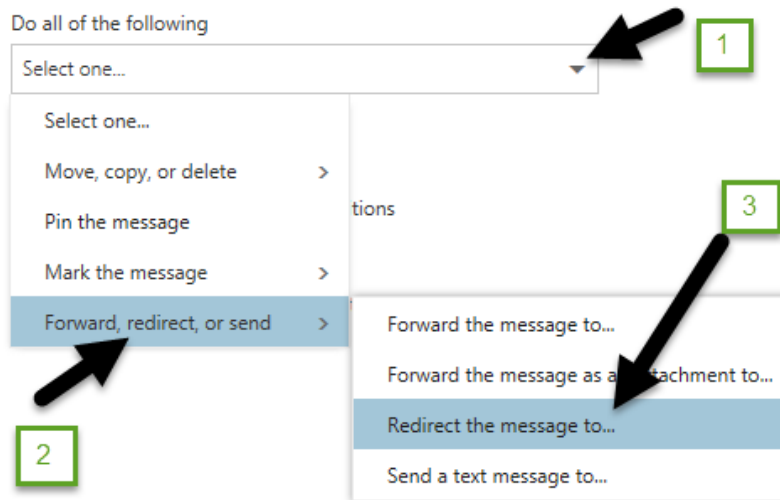


4. Below the “**Inbox rules**” section, click the plus sign (+).

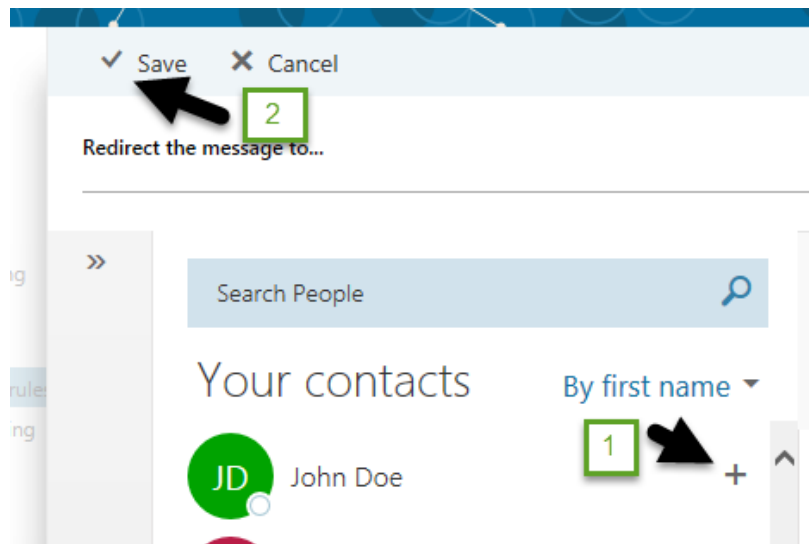
5. Do the following:
 - a. Enter in a name for your new rule.



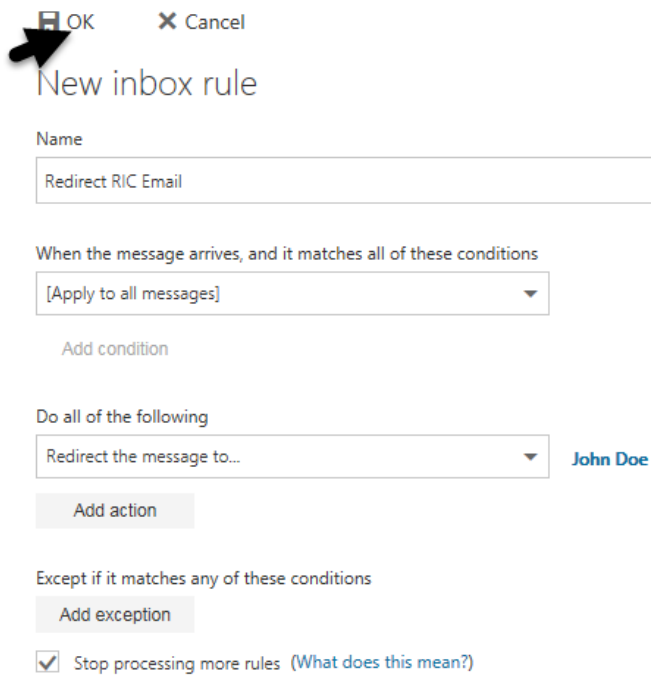
- b. Click the down arrow and select **“Apply to all messages”**.



- c. Click the down arrow and mouse over **“Forward, redirect, or send”** and then select **“Redirect the message to”**.



- d. Click the plus sign to the right of the contact which is associate to your outside email.
- e. Click **“Save”**.



6. Click **“Ok”**.