

ISSInfo



Redirecting Email from Outlook to a Personal Account

Redirecting versus Forwarding

By creating a “rule” in Outlook, mail can be set up to **forward** to another email account or be **redirected** to another account. The differences are as follows:

Forwarding—A copy of the message will be retained in your outlook inbox, the subject heading on all messages will have the “FW:” prefix, and the formatting will change just as if you were to forward a received message to another user.

Redirecting—A copy of the message will remain in your Outlook inbox and formatting will be unchanged. There will be no indication that the message has passed through your Outlook account. This is recommended if the rule is going to be applied to all email.

Creating a Redirecting Rule

1. In **Mail** from the **Tools** menu, click **Rules and Alerts**.
2. Click **New Rule**.
3. Click **Start from a blank rule**, and then click **Next**.
4. Under **Step 1: Select when messages should be checked**, click **Check messages when they arrive**, and then click **Next**.
5. Under **Step 1: Select condition(s)**, select the check box next to each condition that you want the incoming message to match. In this case, scroll down and check the box next to *received in a specific date span*.

Note: The same steps would be used if you wanted to forward only some of the mail that came into your inbox, a different condition would just have to be selected.

6. Under **Step 2: Edit the rule description**, click the underlined link that says *in a specific date range* to edit the dates selected.
7. Today’s date will by default be listed if you check the box next to **After:**. You may click the blue arrow to select a different date in the past or future, or you may also check the box next to **Before:** and select today’s date to move all messages.
8. Click **OK** after you have selected the date.
9. Click **Next**.

10. Under **Step 1: Select action(s)**, select the **redirect it to people or distribution list** check box. Check the box next to *forward it to people or distribution list*.
11. Under **Step 2: Edit the rule description**, click underlined link that reads *people or distribution list*.
12. Type the email address that you'd like to use in the field next to the **To:** button. Click **OK**.
13. Click **Next** twice.
14. Under **Step 1: Specify a name for this rule**, type a name such as "redirect all email."

To run this rule on the messages that are already in your folders, select the **Run this rule now on messages already in inbox** check box.

To apply this rule to *all* your e-mail accounts and inboxes, select the **Create this rule on all accounts** check box.
15. Click **Finish**.
16. Click **OK** to save the rule and return to your inbox.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an e-mail to helpdesk@callutheran.edu.