

How to Trun on Automatic Forwarding in Outlook on the Web

Contributed by Administrator
Sunday, 11 February 2018
Last Updated Sunday, 11 February 2018

You can automatically forward or redirect your email messages by setting up Inbox rules in Outlook on the web. This is useful if you want to read and respond to messages from another email account or when you want someone else to receive and respond to your email in your absence. 1. On the Outlook Mail navigation bar, select Settings , then Options 2. In the left pane, under Options, click Mail > Automatic processing > Inbox and sweep rules 3. Under Inbox rules, tap + 4. Enter Name of the rule Under When the messages arrives..., select Apply to all messages Under Do all of the following, Select Forward, redirect or send > Forward the message to..., fill in the mailbox address you need to forward to 5. If you need to turn on auto-deleting the original email item after auto-forwarding. Click Add action > Move, copy or delete > Delete the message 6. Click OK to save settings 7. Done. The rule can auto-run without web browser opening.