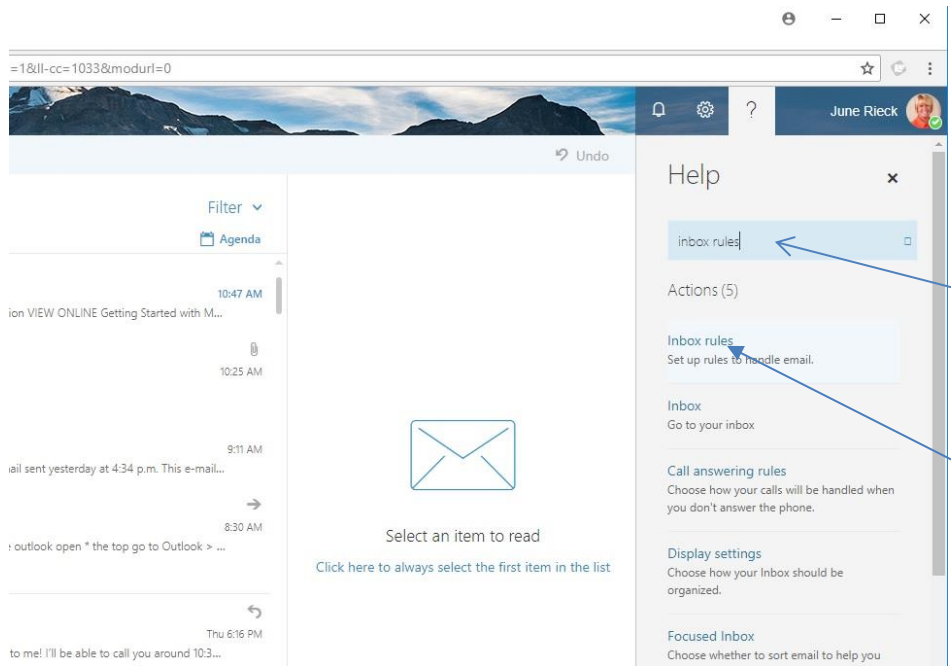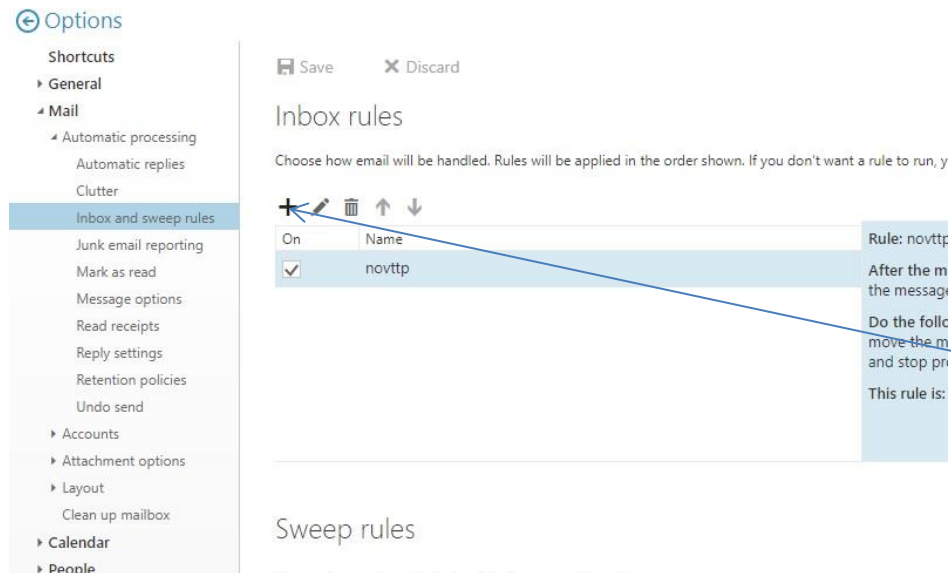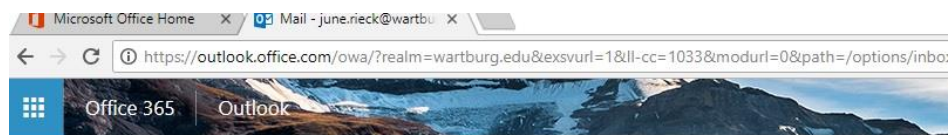# Forwarding your Exchange Office 365 Email to different Email Account

After logging into portal.office.com. Click on the "?" in the upper right-hand corner and type "Inbox Rules" in the Search box then click on the "Inbox Rules" link below it.

Click on the "+" to add a rule

← → C | ① https://outlook.office.com/owa/?realm=wartburg.edu&exsvurl=1&ll-cc=1033&modurl=0&path=/optic

Office 365 | Outlook

Options

Shortcuts
▸ General
▴ Mail
  ▴ Automatic processing
    Automatic replies
    Clutter
    Inbox and sweep rules
    Junk email reporting
    Mark as read
    Message options
    Read receipts
    Reply settings
    Retention policies
    Undo send
  ▸ Accounts
  ▸ Attachment options
  ▸ Layout
    Clean up mailbox
▸ Calendar
▸ People

🖫 OK   ✕ Cancel

New inbox rule

Name

When the message arrives, and it matches all of these conditions

Select one...   ▾

Add condition

Do all of the following

Select one...   ▾

Add action

Except if it matches any of these conditions

Add exception

☑ Stop processing more rules (What does this mean?)

Name the Rule

Office 365 | Outlook

Options

Shortcuts
▸ General
▴ Mail
  ▴ Automatic processing
    Automatic replies
    Clutter
    Inbox and sweep rules
    Junk email reporting
    Mark as read
    Message options
    Read receipts
    Reply settings
    Retention policies
    Undo send
  ▸ Accounts
  ▸ Attachment options
  ▸ Layout
    Clean up mailbox
▸ Calendar
▸ People

🖫 OK   ✕ Cancel

New inbox rule

Name

Forwarding Outlook

When the message arrives, and it matches all of these conditions

Select one...   ▾

Select one...		
It was sent or received	>	
It includes these words	>	
My name is	>	in the To or Cc box
It's marked with	>	the only recipient listed
It's	>	in the To box
Its size is within the specified range...		in the Cc box
It's received within a specific date span...		not in the To box
[Apply to all messages]		

Click on the down arrow beside "When the message arrives, and it matches all these conditions" and choose "in the To or Cc box" under "My name is"
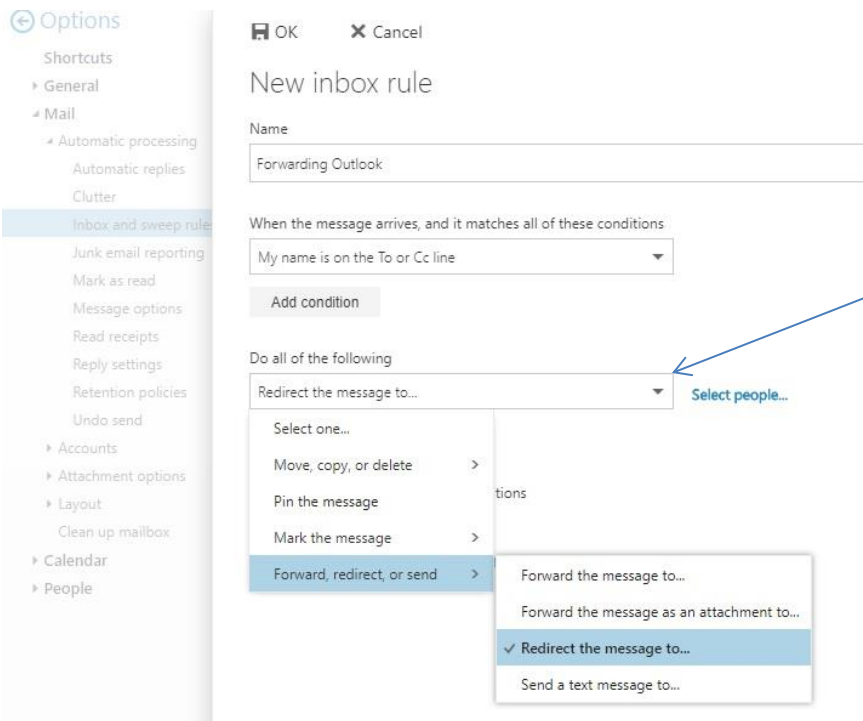
Select the down arrow beside "Do all of the following" and select "Redirect the message to" under "Forward, redirect, or send"
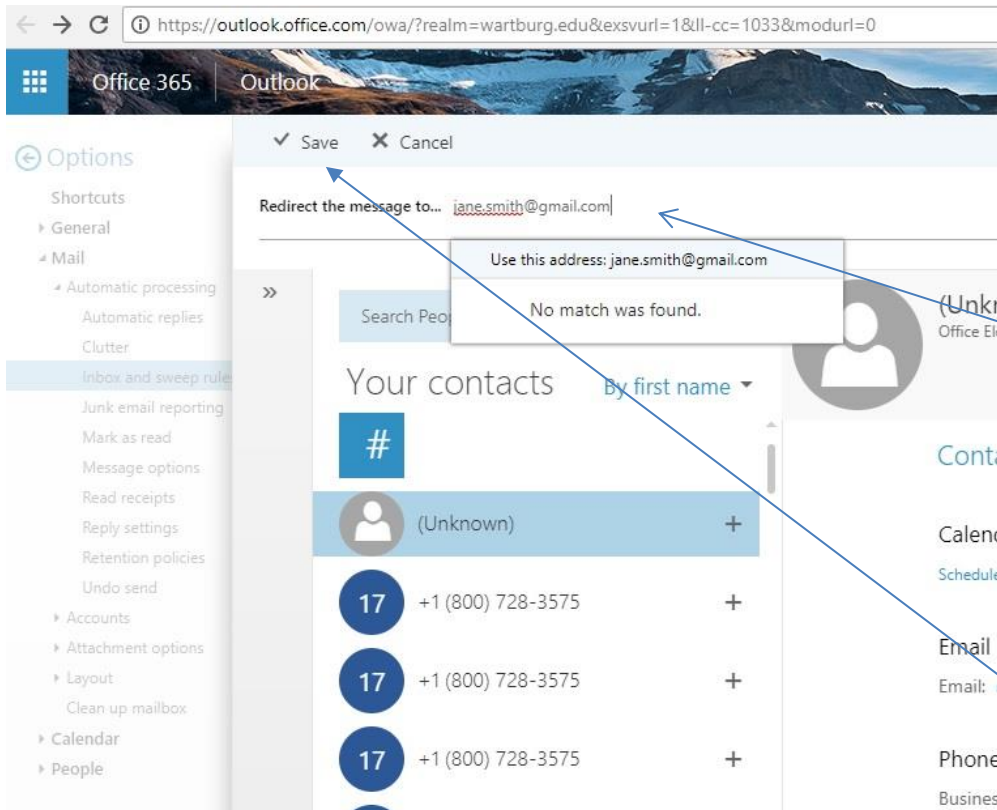
A second window will open. This is where you will enter the email address of the account you would like your Wartburg email to be forwarded.

Then click on "Save"
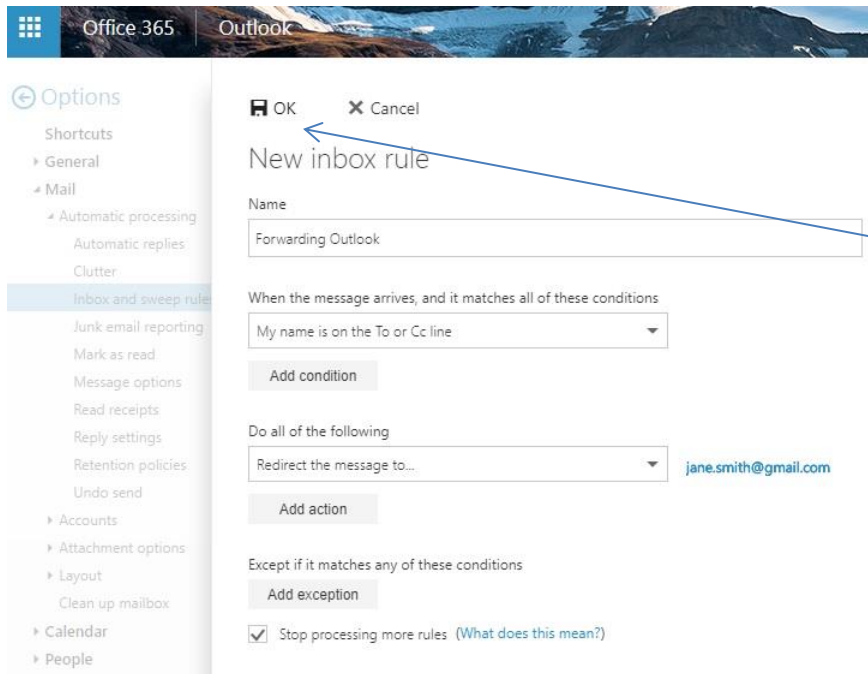
Click **"Ok"** and your mail will now forward to your other email account.

Another good idea would be to set up "Automatic Replies", so anyone sending to your Wartburg account will know that this account will become inactive and have the address of your new email. To do this:
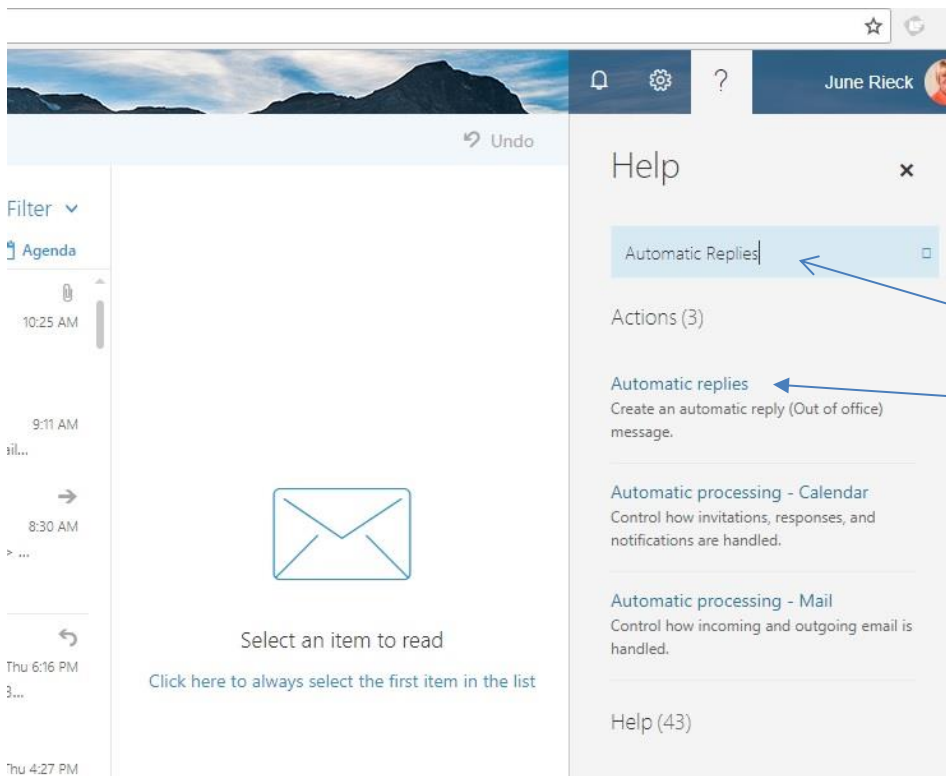
Click on the "?" again and type "Automatic Replies" in the Search window. Click on the "Automatic Replies" link.

✓ OK   ✗ Cancel

Automatic replies

Create automatic reply (Out of Office) messages here. You can set your reply to start at a specific time, or set it to continue until you turn it off.

◯ Don't send automatic replies
◉ Send automatic replies
   ☐ Send replies only during this time period
      Start time Fri 5/4/2018   11:00 AM ▾
      End time   Sat 5/5/2018   11:00 AM ▾
   ☐ Block my calendar for this period
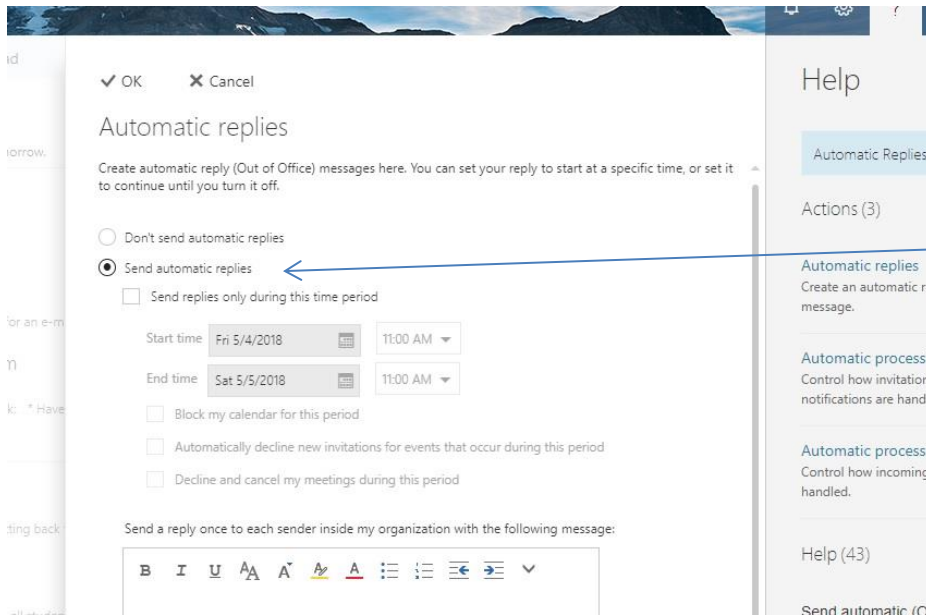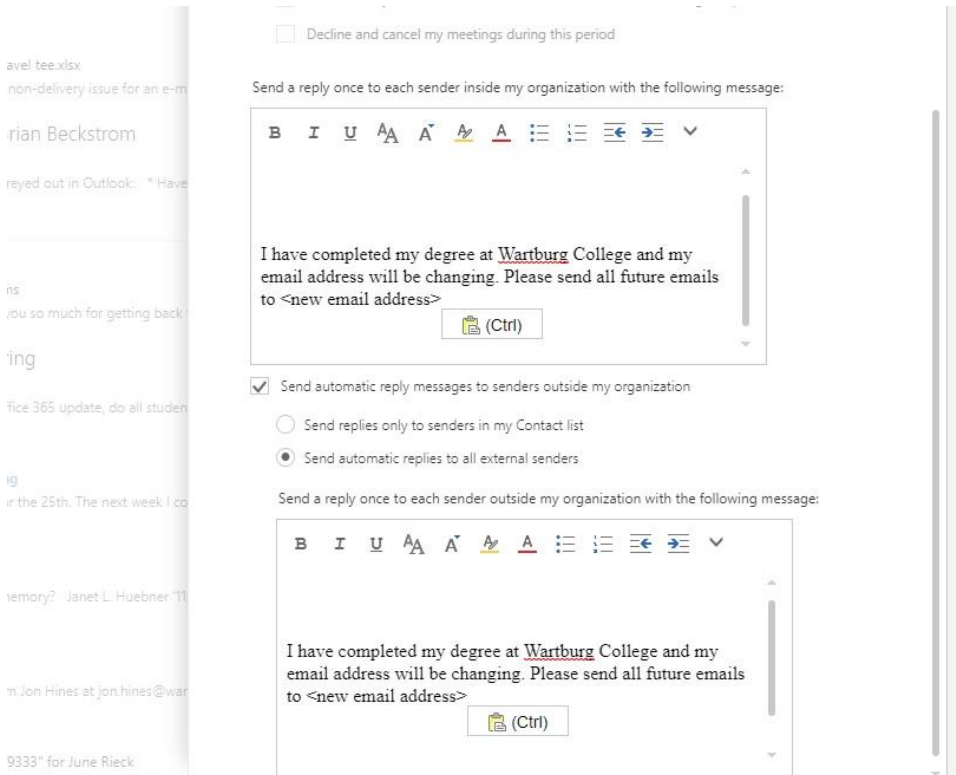   ☐ Automatically decline new invitations for events that occur during this period
   ☐ Decline and cancel my meetings during this period

Send a reply once to each sender inside my organization with the following message:

B *I* U AA A A̲ A̲ ≔ ≔ ⇥ ⇥ ▾

Help

Automatic Replies

Actions (3)

Automatic replies
Create an automatic re...
message.

Automatic processin...
Control how invitations
notifications are handle...

Automatic processin...
Control how incoming
handled.

Help (43)

Send automatic (Ou...

Click the "Send automatic replies" radio button

☐ Decline and cancel my meetings during this period

Send a reply once to each sender inside my organization with the following message:

B *I* U AA A A̲ A̲ ≔ ≔ ⇥ ⇥ ▾

I have completed my degree at Wartburg College and my email address will be changing. Please send all future emails to <new email address>

📋 (Ctrl)

☑ Send automatic reply messages to senders outside my organization
   ◯ Send replies only to senders in my Contact list
   ◉ Send automatic replies to all external senders

Send a reply once to each sender outside my organization with the following message:

B *I* U AA A A̲ A̲ ≔ ≔ ⇥ ⇥ ▾

I have completed my degree at Wartburg College and my email address will be changing. Please send all future emails to <new email address>

📋 (Ctrl)

Type the message you would like in both boxes and click "OK" at the top of the page. An example would be, "I have completed my degree at Wartburg College and my email address will be changing. Please send all future emails to <new email address>.