Outlook 2013:
Forwarding Email

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Forwarding Email

Outlook 2013 allows you to forward email to another email account by creating a rule.

Creating a Rule to Forward

1. Select the **Home** tab.
2. Select **Rules**.
3. Select **Manage Rules & Alerts**.
4. Select **New Rule**.
5. Select **Apply rule on messages I receive**.
6. Select **Next**.
7. In **Step 1: Select condition(s)**, make sure no boxes are checked.
8. Select **Next**.
9. You will receive an alert that the rule will be applied to all messages. Select **Yes**.

![Alert]

10. In **Step 1: Select action(s)**, check the box next to **forward it to people or distribution list**.

![Options]

11. In **Step 2: Edit the rule description**, select the **people or distribution list**.

![Rule Description]

12. In the **To** field, enter the email address where you want to send the forwarded email.

![To Field]

13. Select **OK**.
14. Select **Next**.
15. In **Step 1: Select exception(s)**, make sure no boxes are checked.

![Exceptions]

16. Select **Next**.
17. Confirm that the settings are correct and select **Finish**.
18. Select **OK**.