

Configure Outlook 2007 to Automatically Redirect Incoming Messages to another Email Account

1. On the **Tools** menu in Outlook, click **Rules and Alerts**.
2. Click **New Rule**.
3. Under **Start from a blank rule**, select **Check messages when they arrive**, and then click **Next**.
4. Click **Next**.
5. Click **Yes** to the message “This rule will be applied to every message you receive. Is this correct?”
6. Under **Step 1: Select action(s)**, select the **Redirect it to people or distribution list** check box.
7. Under **Step 2: Edit the rule description**, click **People or distribution list**.
8. Enter the email address that you want to redirect the messages, and then click **OK**.
9. Click **Next** twice.
10. Under **Step 1: Specify a name for this rule**, type a name.
11. Under **Step 2**, select **Turn on this rule**.
12. Click **Finish**.