

Turn on automatic forwarding in Outlook

Outlook.com New Outlook for Windows Outlook on the web for Exchange Server 2016

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You can automatically forward or redirect your email messages by setting up **Inbox rules**. 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.


Note: If the instructions don't match what you see, you might be using an older version of Outlook on the web. Try the [Instructions for classic Outlook on the web](#).

1. At the top of the page, select **Settings**  > **View all Outlook settings**.
2. Select **Mail** > **Forwarding**.
3. Select **Enable forwarding**, enter the forwarding email address, and select **Save**.

Notes:

- If you want a copy of the original message to remain in your mailbox, select **Keep a copy of forwarded messages**.
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Instructions for classic Outlook on the web

1. At the top of the page, select **Settings**  > **Mail**.
2. In the Options menu, select **Mail** > **Accounts** > **Forwarding**.
3. Do one of the following:
 - To turn on forwarding, select **Start forwarding**, enter the forwarding email address, and select **Save**.

Note: Select the **Keep a copy of forwarded messages** check box if you want a copy of the original message to remain in your mailbox.

- To turn off forwarding, select **Stop forwarding** and select **Save**.