Instructions for Forwarding Email to a Different Address In Outlook 2010

1. Open Outlook 2007 and select **Inbox**.

2. Click on **Rules** in the ribbon bar.
3. Choose **Create Rule** from the drop down menu.
4. Click the **Advanced Options** button.
5. Check **sent to YOUR NAME**. (where YOUR NAME is your first and last name)
6. Click **Next**.

7. Check **forward it to people or public group** under the Step 1 section.
8. Click the **people or public group** link under the Step 2 section (It is blue and underlined).
9. Type the forwarding email address into the To -> field.

10. Click **OK**.
11. Click **Next**.

12. Click **Next**.
13. Type a name for the rule into Step 1.

14. Click **Turn on this rule** (this may already be checked by default).

15. Click **Finish**.