

HOW TO FORWARD YOUR MYLIFE EMAILS TO ANOTHER EMAIL ADDRESS

1. Login to your myLife account (www.outlook.com)
2. Click on **“Options”** (top right hand corner of myLife email screen) and select the **“Create Inbox Rule”** option from the drop down list
3. Click on the **“Create a new rule for arriving messages...”** from the **“New”** drop down list.
4. Select the **“[Apply to all messages]”** option from the **“When the message arrives, and:”** drop down list
5. Select the **“Redirect the message to...”** from the **“Do the following:”** drop down list
6. Type in your **preferred email address** in the **“To - >”** from the **“Message Recipients:”** drop down list
7. Check that your three options are filled in correctly and Click on **“Save”**
8. Click on the **“YES”** button for **“Do you want this rule to apply to all future messages?”**
9. To reply using the address the message was sent to, select **“Automatic”** from the **“Default Reply Address”** drop down list.
10. A **COPY** of all your incoming emails will now be redirected to your alternate email account. **PLEASE NOTE: The original email will still be stored in your myLife email box.**