

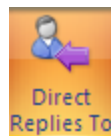
Microsoft Outlook – Redirecting Mail Messages



Redirecting Mail Messages

This is useful when you wish to send an email on behalf of someone else when you do not have access to their email account and do not want to receive the replies but to redirect the email message to another email account.

1. Create the email message, select the **Options** tab from the ribbon → **Direct Replies To**.



2. Select the option for **"Have replies sent to:"** → click on **Select Names..**

Select the recipient for the email reply.

Have replies sent to:

Have Replies Sent To: Contacts

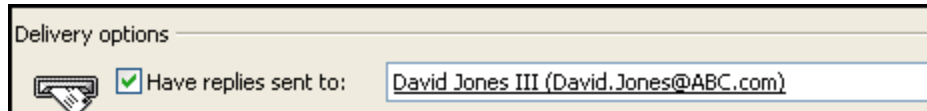
Search: Name only More columns **Address Book**

Go

Name	Display Name	E-mail Address
David Jones III	David Jones III (David.Jones@ABC.c...	David.Jones@ABC.co
Tom Smith II	Tom Smith II (Tom.Smith@ABC.com)	Tom.Smith@ABC.com

Reply To ->

Microsoft Outlook – Redirecting Mail Messages



3. Send the email.