Forwarding your Hosted Exchange mail to another mail account

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Overview:

You may need to forward emails from your Hosted Exchange account to alternative addresses such as a contact email being forwarded to specific members of your team.

Method:

1. Browse to https://outlook.micron21.net/owa/
2. Enter your email address.
3. Enter your password.
4. Once logged in, click the "**Settings**" icon, which is a cog in the top right corner of the window, then select "**Options**".
5. Click the "**Organise email**" item in the menu on the left.
6. Click the plus symbol "**+**" icon, then select "**Create a new rule for arriving messages**".
7. Enter a name for your rule (this can be anything you like).
8. Set the "**When this message arrives**" drop-down to the bottom option "**Apply to all messages**".
9. Set the "**Do the following**" drop-down to "**Redirect the message to**", whereby a new window will open.
10. At the top of this new window next to "**To**" type the email address that you want to forward messages to and then click "**OK**" near the top left.
11. Click the "**Save**" button.
12. Click "**Yes**" when asked if you want to apply the rule to all future messages.