PEO DIGITAL

Microsoft 365

NEO365: How-To...
Forward Emails to Other .MIL Accounts

Outlook Desktop App

From your **Outlook desktop app**, *click* the **People** tile from the navigation pane at the bottom left, and then *select* **New Contact** from the top ribbon

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Enter the desired **Full Name,** the fully qualified .MIL **Email** address**,** and **Display as**, and then *select* **Save & Close** from the top ribbon

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Select **File → Manage Rules & Alerts → New Rule**

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From the **Rules Wizard** window, *select* **Apply rule on messages I receive**

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Click **Next → Next,** and then *click* **Yes** when prompted to apply to every message

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- ✓ Under **Step 1,** *select* **forward it to people or public group**
- ✓ Under **Step 2,** *select* **people or public group,** *select* **Contacts** from the drop down, *select* the contact you just created, and finally *click* **To → OK**

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Click **Next → Next → Finish** to complete the Rules Wizard

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Verify your new rule has a check in the box*,* and *click* **OK** to finish

External Webmail (OWA)

Launch **Internet Explorer** and go to **https://webmail.cloud.navy.mil**

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Click the **People** tile from the navigation pane at the bottom left, and then *select* **New Contact** from the top ribbon

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Enter the desired **Full Name,** the fully qualified .MIL **Email** address**,** and **Display as**, and then s*elect* **Save**

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Select the **Settings '**gear' icon at the top right, *select* **Mail**, and then *select* **Inbox and sweep rules** from the left-hand pane

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Click the **Add +** icon and *fill* in fields…

- ✓ Under **Name,** *enter* a name for the rule
- ✓ Under **When the message arrives, and it matches all of these conditions**, *select* **[Apply to all messages]** from the drop down
- ✓ Under **Do all of the following**, *select* **Forward, redirect, or send → Forward the message to…** from the drop down

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Select the contact you just created, and then *click* **+ → Save → OK**

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Verify your new rule has a check in the box*,* and *click* **Save** to finish