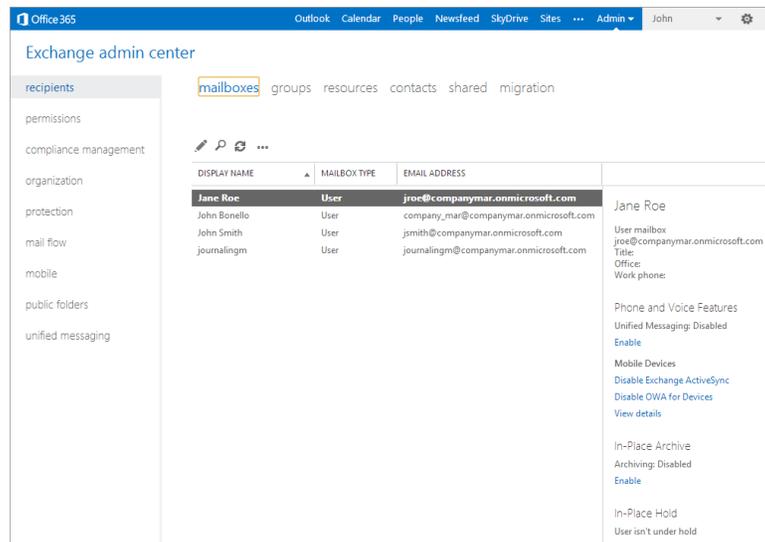

Guide Name:

How to Set forwarding for Exchange

shinJiru

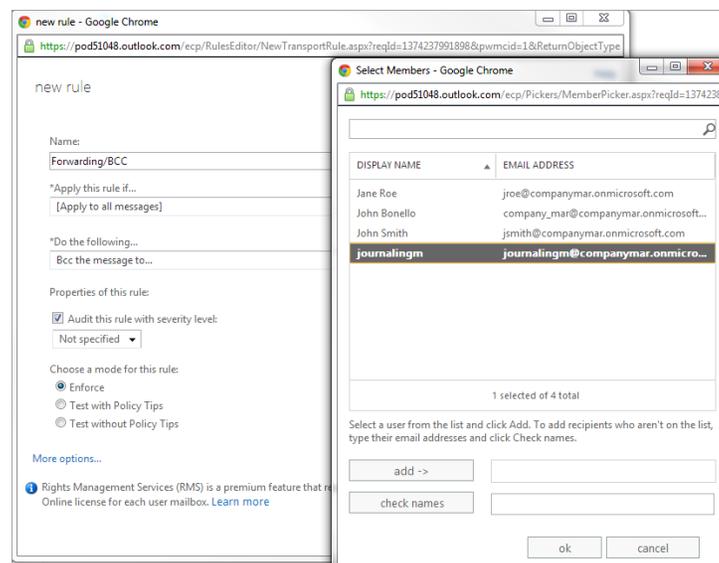
Configuring Forwarding Rule in Microsoft Office 365

1. Log in to Microsoft Office 365 using the administrator account.
2. From the top menu select **Admin > Exchange** to open **Exchange Admin Center**.



Configuring Forwarding Rule in Microsoft Office 365

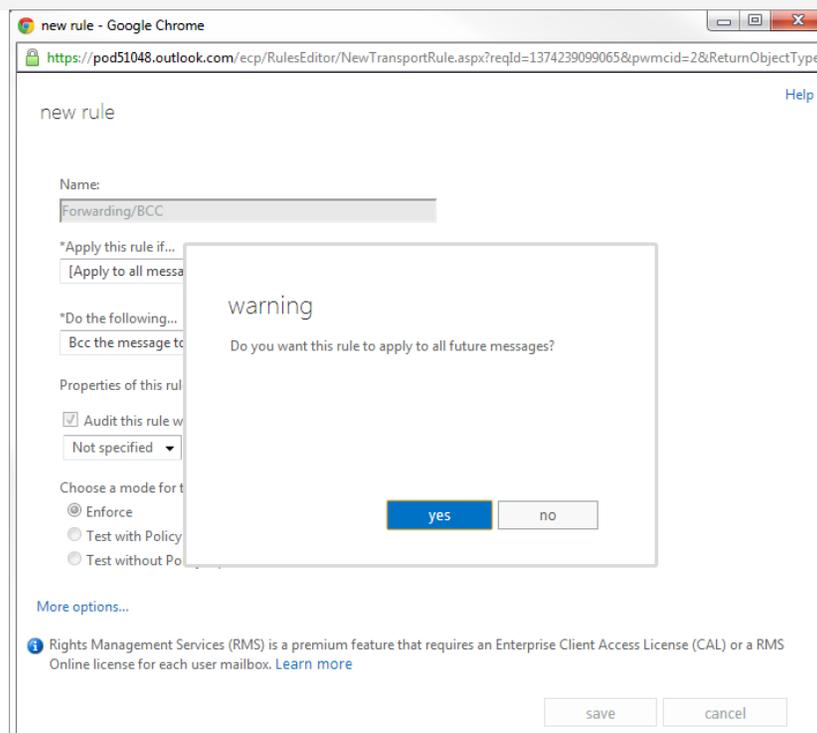
3. Select **mail flow** to create the Forwarding/BCC rule.
4. In the **rules** tab, select the **+** (New) and select **create a new rule**.



Creating a new Forwarding Rule

5. In the **new rule** screen, configure the following options:

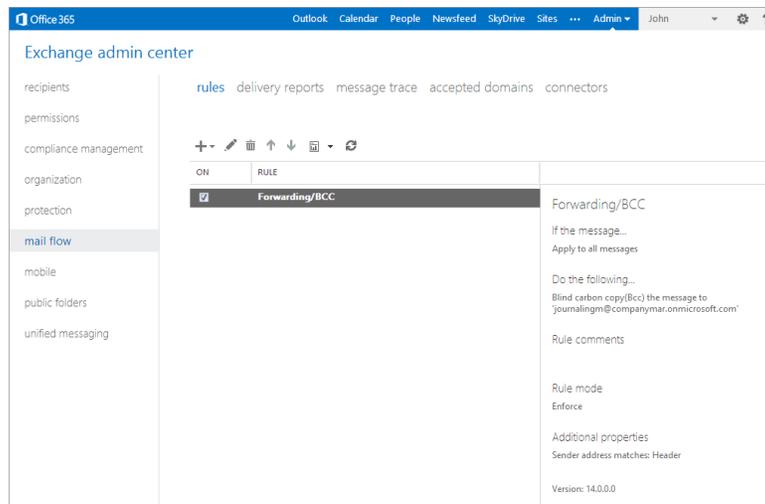
Option	Description
Name	Type in a rule name, for example, Forwarding/BCC.
*Apply this rule if...	Select [Apply to all messages] from the drop down list.
*Do the following...	Select Bcc the message to... and select the journaling mailbox from the list of users that pops up.
	IMPORTANT
	If using a third party mailbox, select the appropriate user from the list.



Apply the new rule to all future messages

6. When prompted with the warning: **Do you want to apply this rule to all future messages?**, click **yes**.

7. Click **save**.



Verify configured Forwarding/BCC rule details

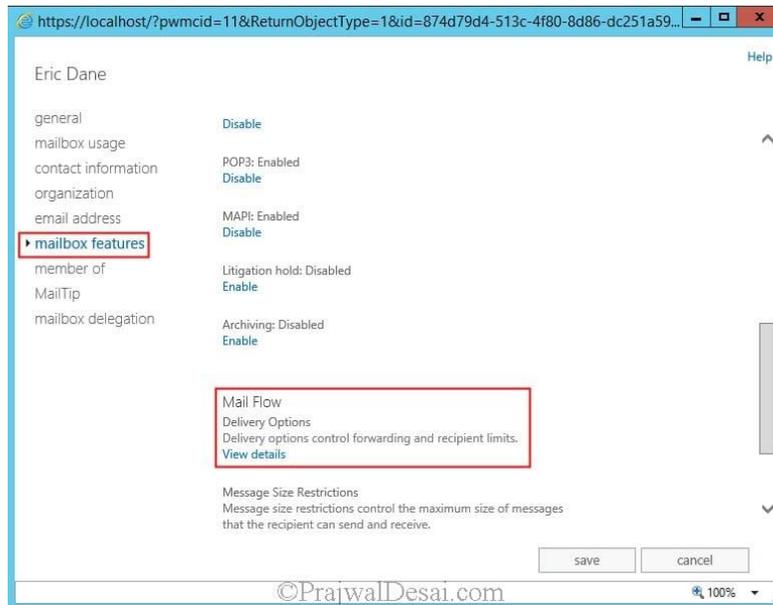
8. View and verify the configured Forwarding/BCC rule.

Configure Email Forwarding for a Mailbox using Exchange Admin Center

1. Launch the EAC, in the Exchange Admin Center, navigate to **Recipients > Mailboxes**.
2. In the list of **user mailboxes**, click or tap the mailbox that you want to configure mail forwarding for and then click **Edit** . In this example we will see how to forward all emails sent to the mailbox of Eric Dane to another user Exchadmin.



3. On the mailbox properties page, click **Mailbox Features**. Under **Mail Flow**, select **View details** to view or change the setting for forwarding email messages.



4. Check the **Enable forwarding** check box, and then click **Browse**. On the **Select Recipient** page, select a user you want to forward all emails to.

Note – Select the **Deliver message to both forwarding address and mailbox** check box if you want both the recipient and the forwarding email address to get copies of the emails sent.

5. Click OK, and then click **Save**.

