



Forwarding your Mail.mil email to another *.mil* or *.gov* official email address

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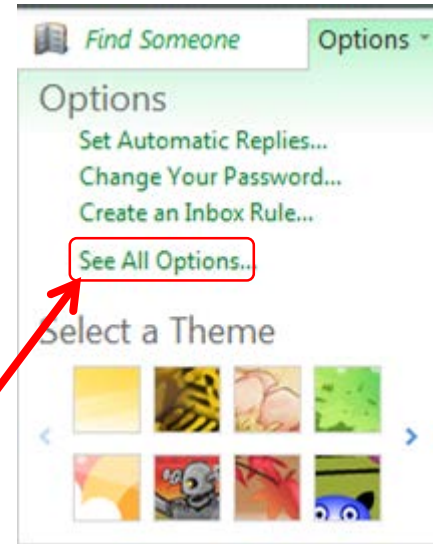
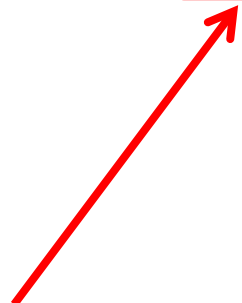
Follow this guide to set up automatic forwarding of your @mail.mil email to another .mil or .gov email address, eliminating the need to check multiple email accounts to read and respond to your email.

NOTE: IF this other .mil email address is on your CAC, this will not work, until you change the email address on your CAC to @mail.mil

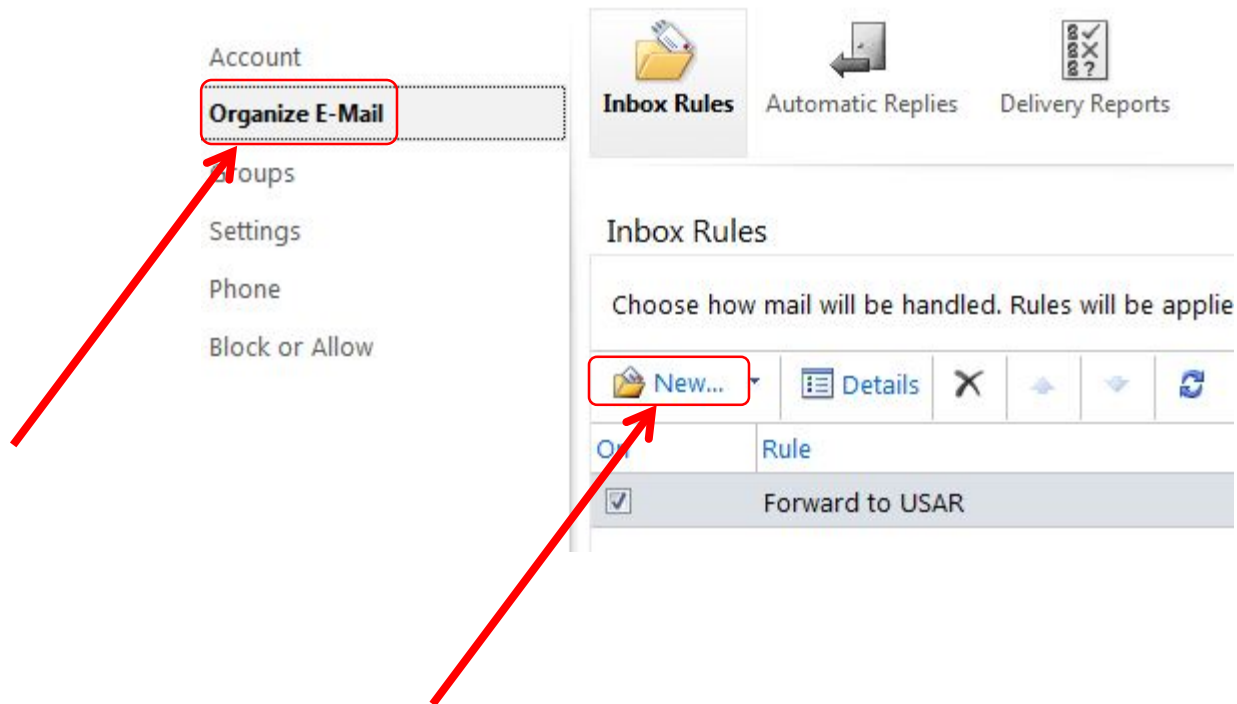
You must be logged into your @mail.mil OWA to follow the rest of this guide <https://web.mail.mil>

Please check for the most current version of this presentation at:
http://militarycac.com/files/forwarding_EEMail.pdf

Click *Options, See All Options...* in the upper right corner of the page



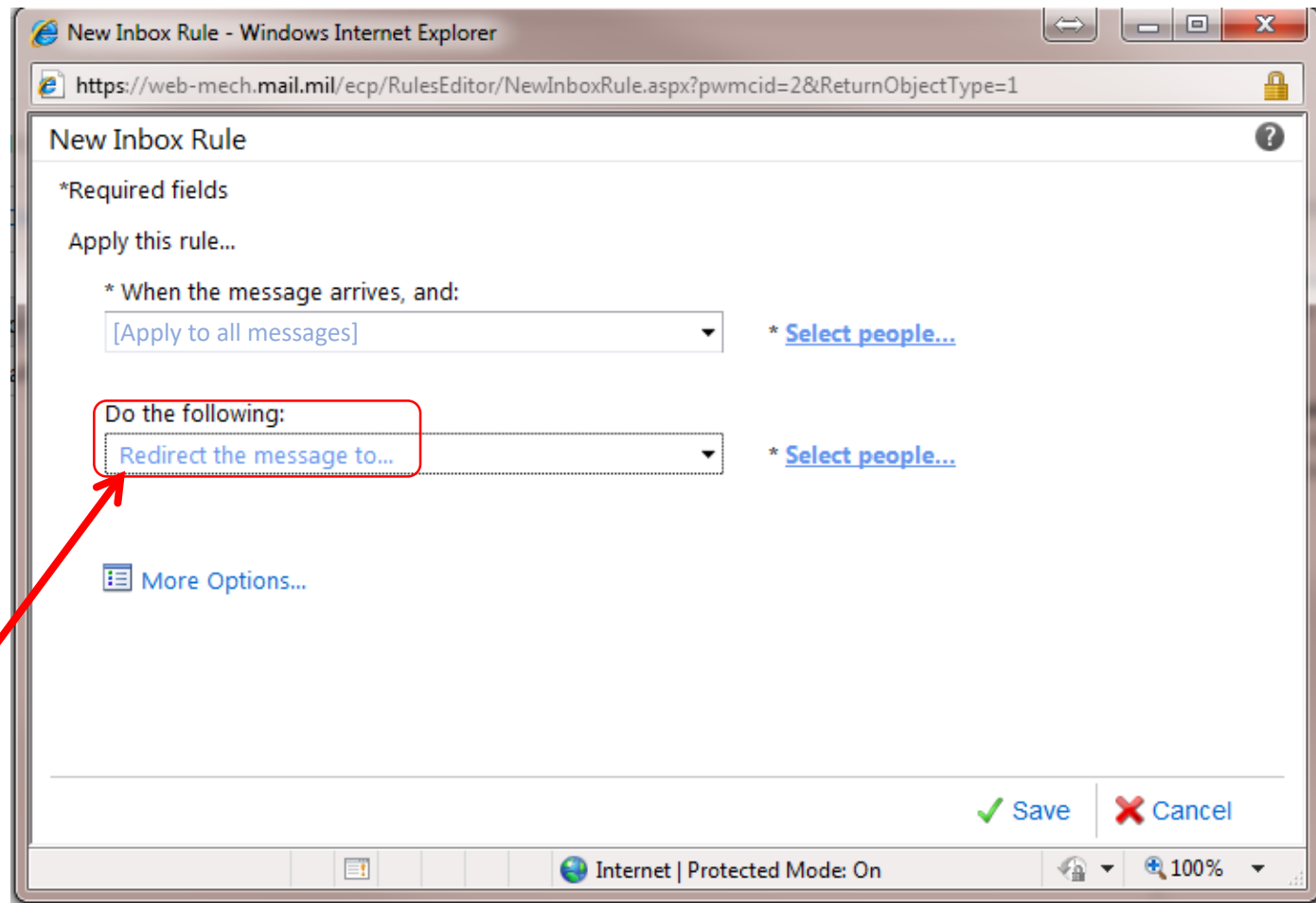
Click *Organize E-Mail, New*



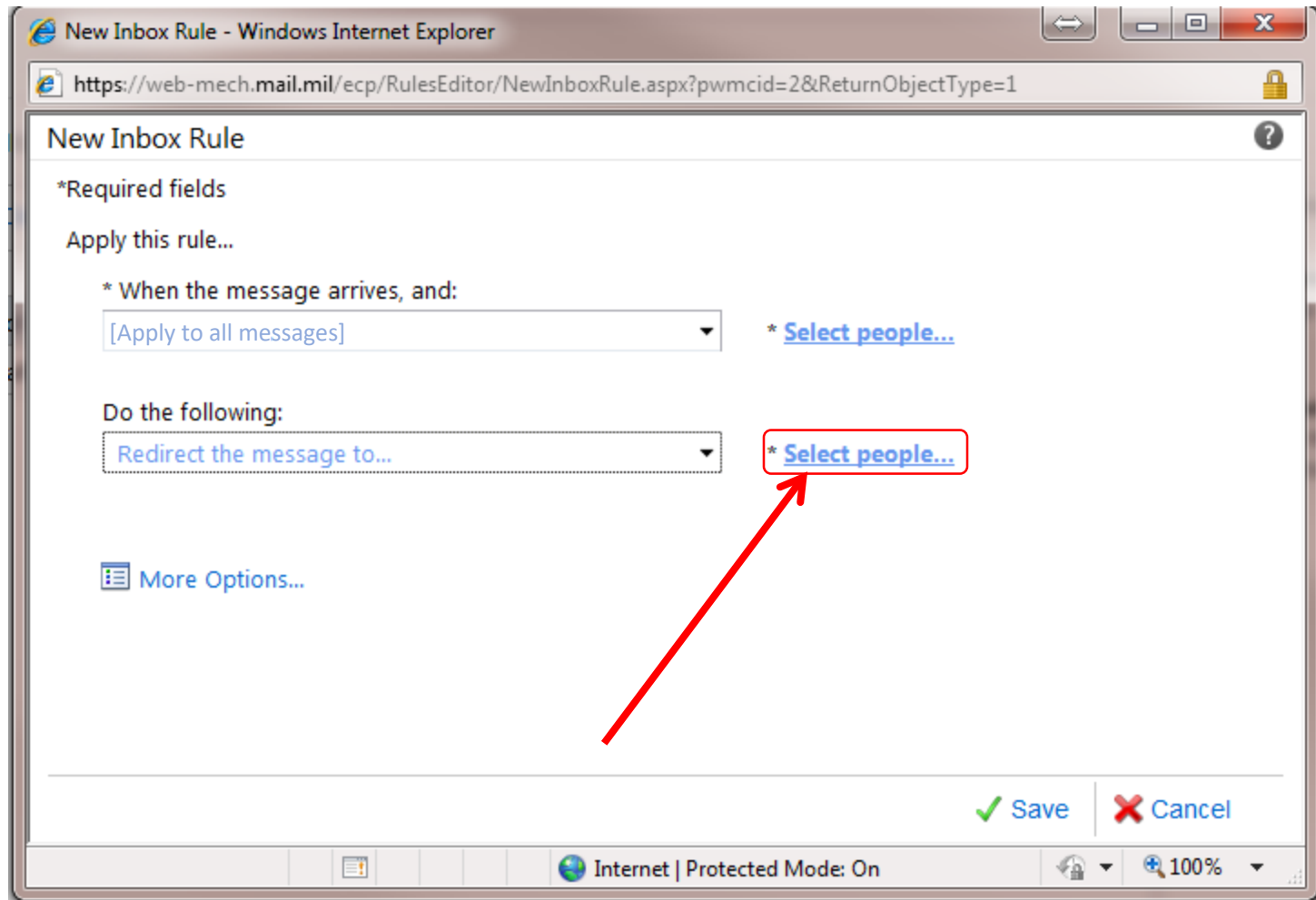
In **When the message arrives, and:*, select:
[Apply to all messages]

The screenshot shows a web browser window titled "New Inbox Rule - Windows Internet Explorer". The address bar contains the URL: <https://web-mech.mail.mil/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1>. The main content area is titled "New Inbox Rule" and includes a help icon. Under the heading "*Required fields", there is a section "Apply this rule...". This section contains a dropdown menu with the selected option "* When the message arrives, and:" and the option "[Apply to all messages]". To the right of this dropdown is a link "* Select people...". Below this is another section "Do the following:" with a dropdown menu showing "Redirect the message to..." and another link "* Select people...". At the bottom left of the form is a link "More Options...". At the bottom right are "Save" and "Cancel" buttons. The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

In *Do the following:*, select: *Redirect the message to...*



Click: * Select people...



Manually type in the email address you want to forward to. Click *OK*

NOTE: This will be at the bottom of your screen

Message recipients:

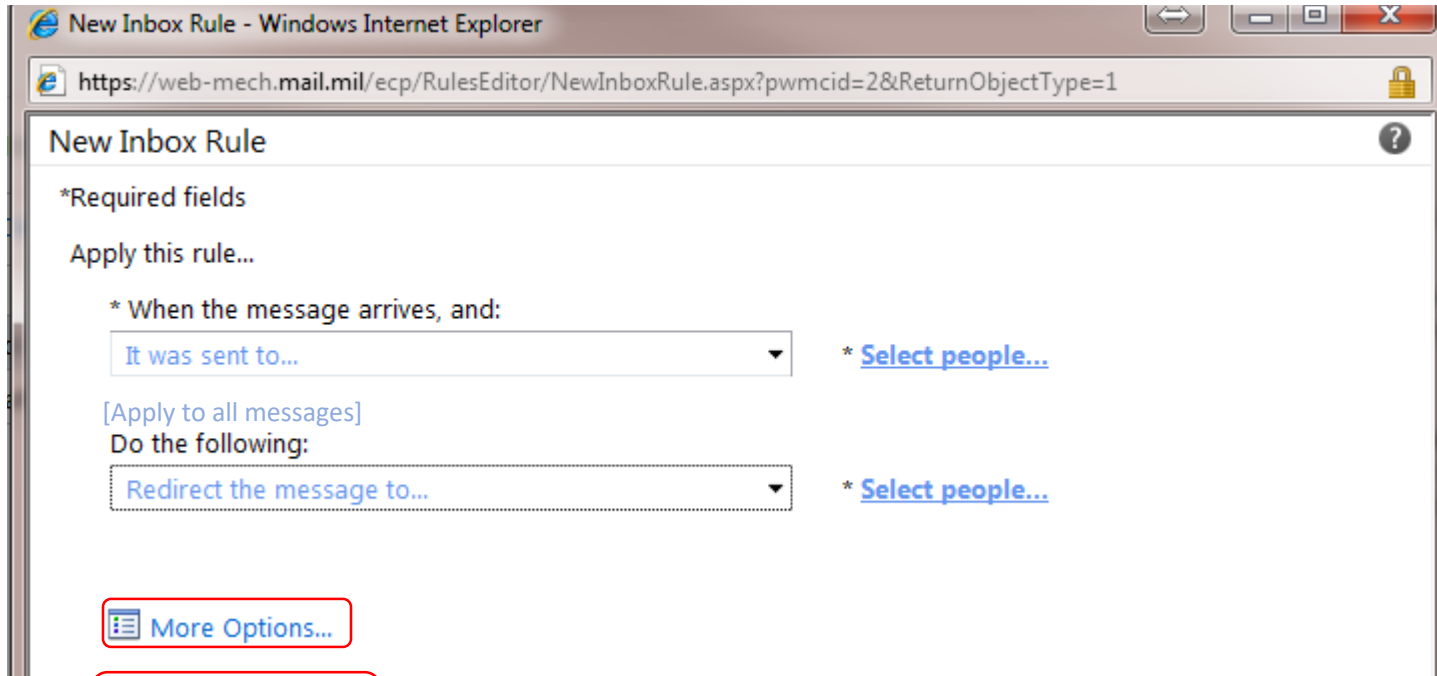
To ->

myemailaddress@something.mil

OK

NOTE: You can only set up this rule to another .mil or a .gov address. It will not work to forward to any other email address like: *gmail.com* or *outlook.com*

Click: *More Options...*, *Add Action*, followed by *Move, copy, or delete*, and then *Delete the message*



Add Action



Give your rule a name



You are now complete. Send an email to your @mail.mil email address and verify that you get it at your other .mil or .gov email address

NOTE: You will want to occasionally visit <https://web.mail.mil> and make sure all of your emails are actually being forwarded and deleted. Some emails that are not directly sent to you (example.. to a distribution list) may not forward automatically.

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<https://MilitaryCAC.com>