



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

Presented by: Michael J. Danberry

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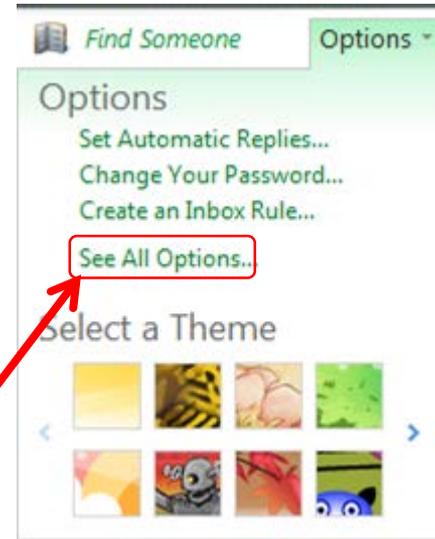
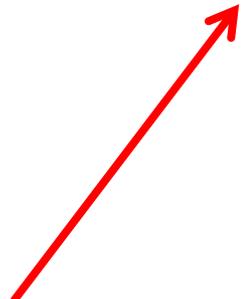
Follow this guide to set up automatic forwarding of your @mail.mil email to another .mil or .gov email address, eliminating the need to check multiple email accounts to read and respond to your email.

**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

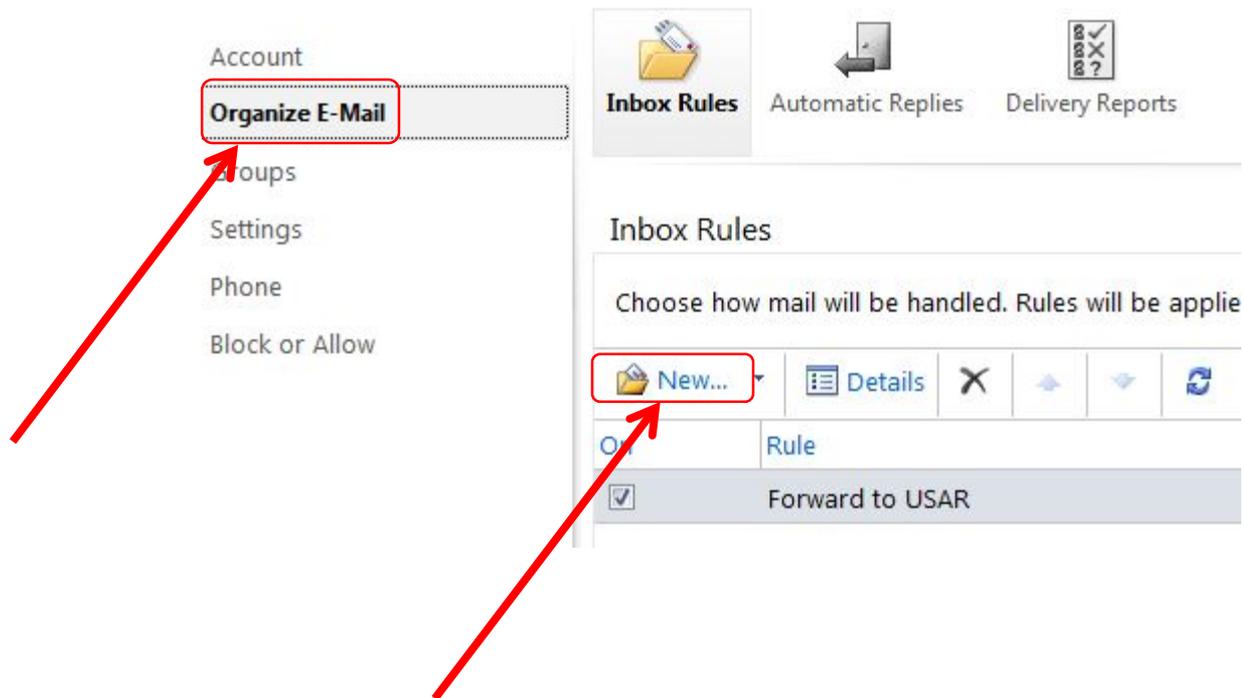
You must be logged into your @mail.mil OWA to follow the rest of this guide <https://web.mail.mil>

Please check for the most current version of this presentation at:  
[http://militarycac.com/files/forwarding\\_EEMail.pdf](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]*

New Inbox Rule - Windows Internet Explorer

https://web-mech.mail.mil/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1

### New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages] \* [Select people...](#)

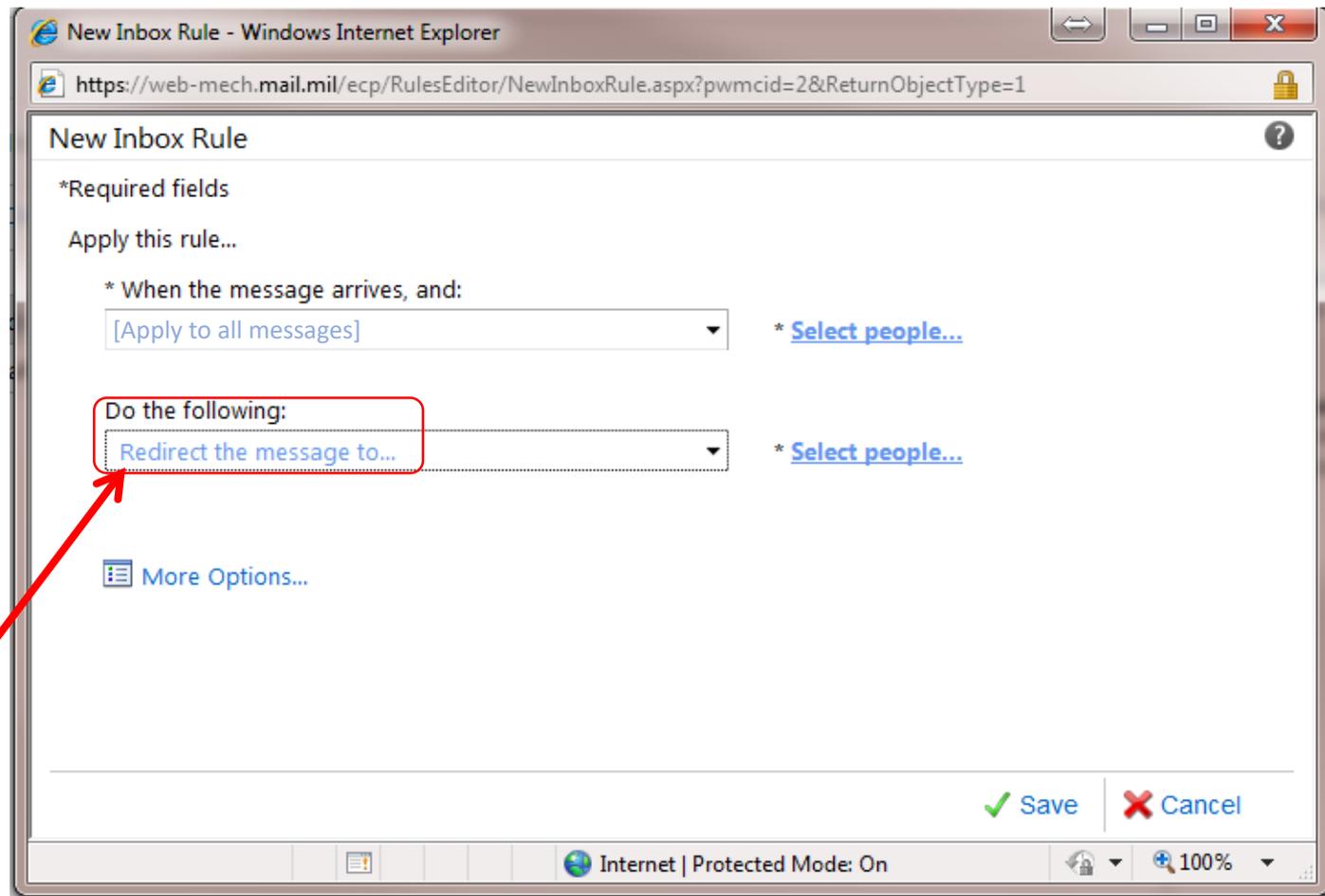
Do the following:  
Redirect the message to... \* [Select people...](#)

[More Options...](#)

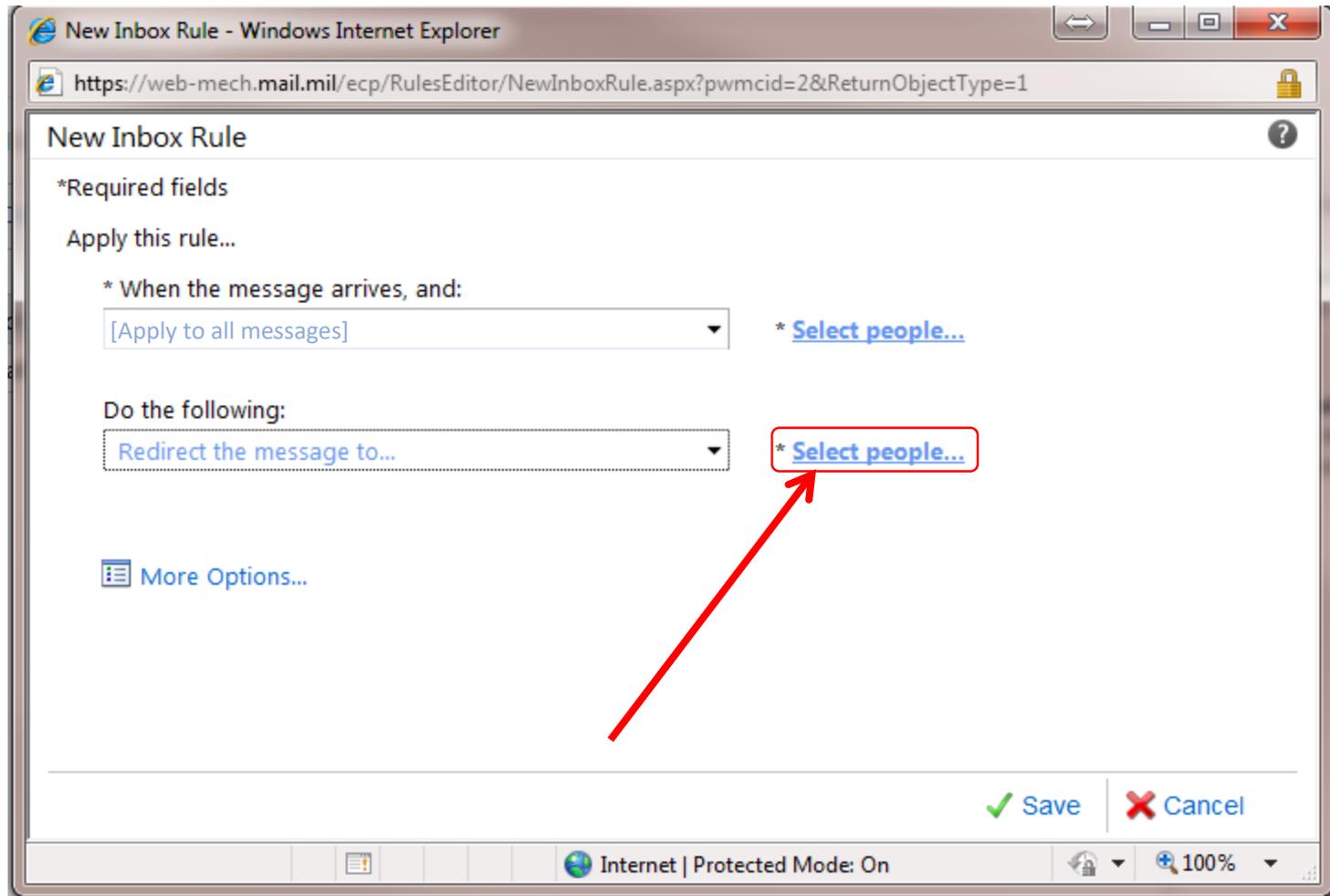
[Save](#) [Cancel](#)

Internet | Protected Mode: On

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*

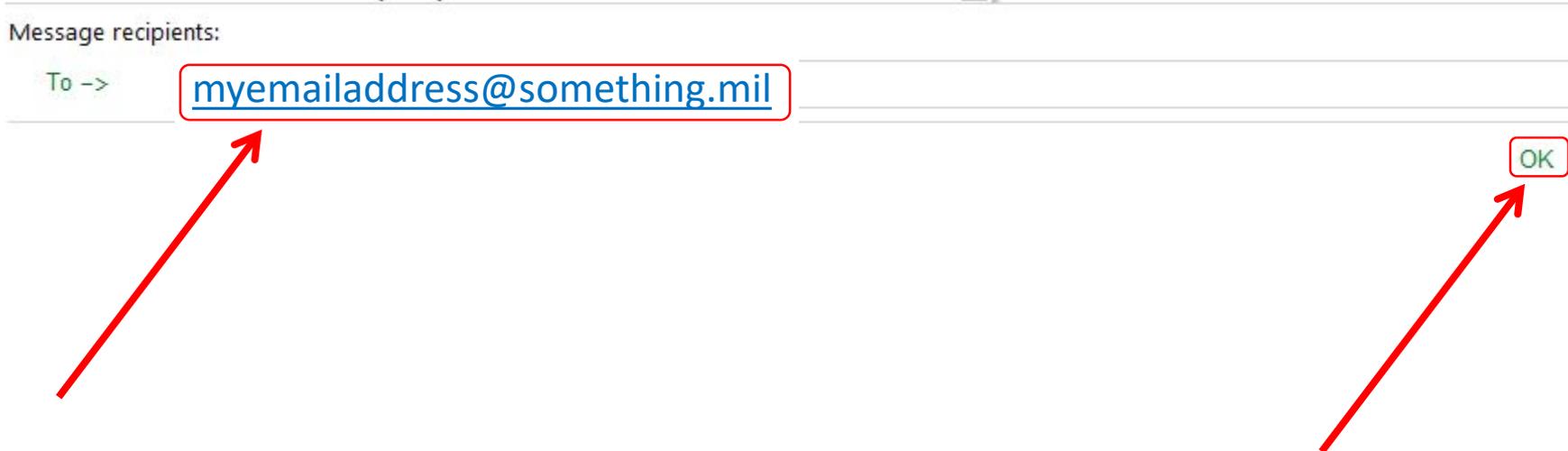
NOTE: This will be at the bottom of your screen

Message recipients:

To ->

[myemailaddress@something.mil](mailto: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*

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:

It was sent to... \* [Select people...](#)

[Apply to all messages]

Do the following:

Redirect the message to... \* [Select people...](#)

[More Options...](#)

Add Action

and

x Select one

Select one

Move, copy, or delete ▶ Move the message to folder...

Mark the message ▶ Delete the message

Forward, redirect, or send ▶ Copy the message to folder...

# 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 being forwarded and deleted. Some emails that are not directly sent to you (example.. to a distribution list) may not forward automatically.

Presentation created by:

Michael J. Danberry

<https://MilitaryCAC.com>