



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

Presented by: Michael J. Danberry

Last update / review: 22 June 2021

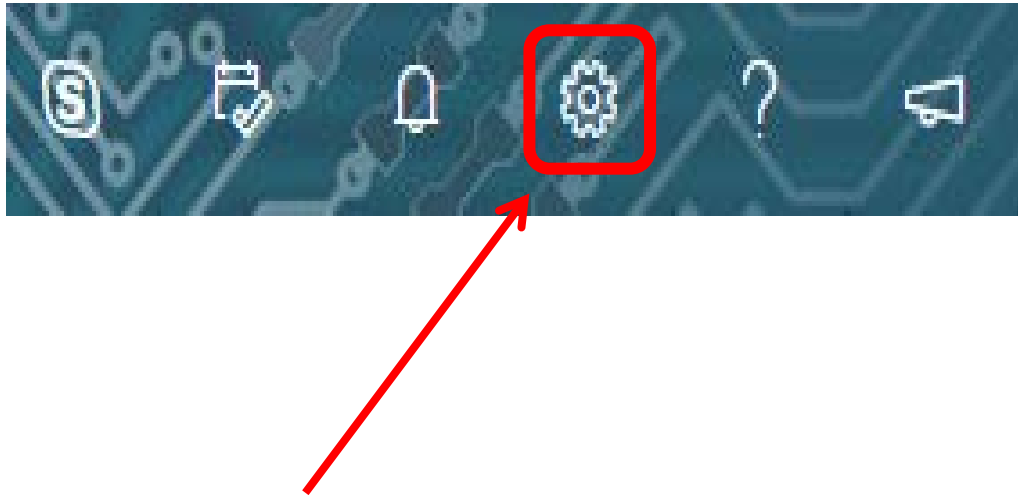
Follow this guide to set up automatic forwarding of your @army.mil email to another .mil or .gov email address, eliminating the need to check multiple email accounts to read and respond to your email.

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 @army.mil

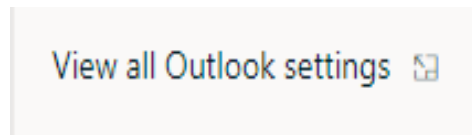
You must be logged into your @army.mil OWA to follow the rest of this guide <https://webmail.apps.mil/mail>

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

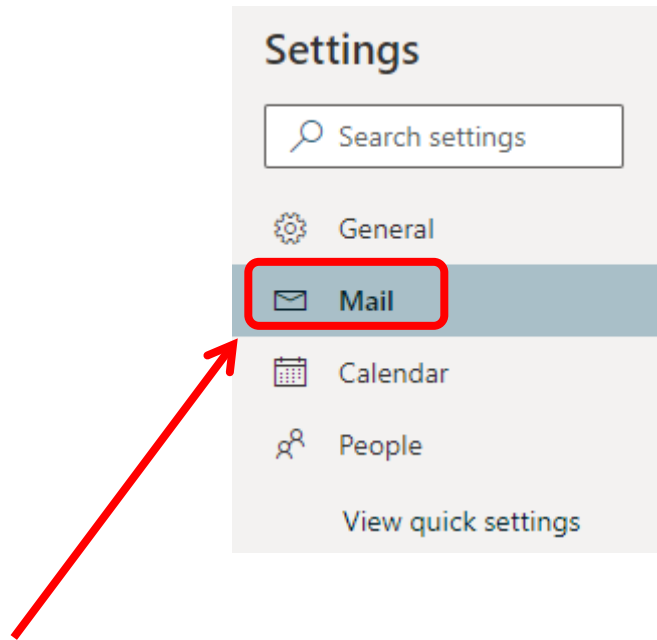
Click the Gear icon in the upper right corner of the page



Click *View all Outlook settings* in the lower right corner of page



Select *Mail* on the left column



1. Select forwarding in center column

- Sweep
- Junk email
- Customize actions
- Sync email
- Message handling
- Forwarding**
- Automatic replies
- Retention policies
- S/MIME

2. Select the box titled: *Enable forwarding*

Forwarding

You can forward your email to another account.

Enable forwarding

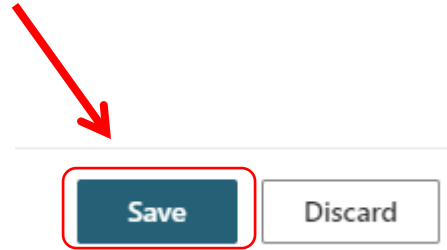
Forward my email to:

michael.j.danberry.mil@mail.mil

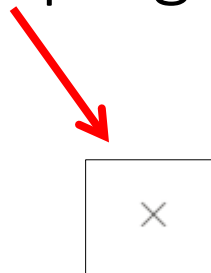
Keep a copy of forwarded messages

3. Type your other .mil or .gov email address in the box.

Click *Save* at bottom of page



Click the *X* in the top right to close window



You are now complete. Send an email to your @army.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://webmail.apps.mil/mail> 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>