

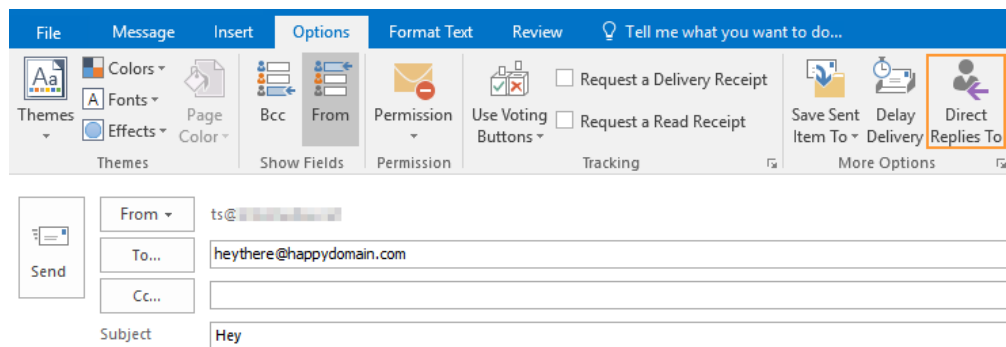


## Outlook: Direct Replies To:

Christine Clevenger - 2018-07-03 - Email and Collaboration

You may want the replies to an email sent to a different address than the one from which it was sent. In this case, the replies will be sent to the address you will manually put in the Option settings.

1. Start Outlook and open **New Email** or use **Reply**, **Reply All** or **Forward** options for any existing email.
2. Move to the **Options** tab on the ribbon and click **Direct Replies To**:



3. In the Properties window that will open, change the email address in the field **Have replies sent to**:

Properties ✕

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**Settings**

Importance Normal ▼

Sensitivity Normal ▼

☐ Do not AutoArchive this item

**Security**

Change security settings for this message.

Security Settings...

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**Voting and Tracking options**

☐ Use voting buttons  ▼

☐ Request a delivery receipt for this message

☐ Request a read receipt for this message

Enter here the desired reply-to address

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**Delivery options**

☒ Have replies sent to lonelyuser@allalone.com Select Names...

☐ Do not deliver before None ▼ 12:00 AM ▼

☐ Expires after None ▼ 12:00 AM ▼

☒ Save copy of sent message

Contacts...

Categories ▼ None

Close

4. Now you will see that the button **Direct Replies To** is highlighted. The reply to this email will be delivered to the email address you entered in the properties.



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