

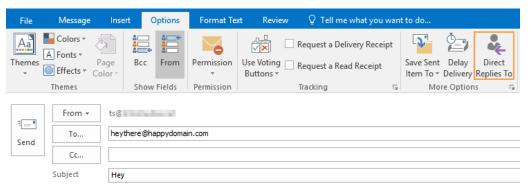
<u>Knowledgebase</u> > <u>Email and Collaboration</u> > <u>Outlook</u>: <u>Direct Replies To</u>:

Outlook: Direct Replies To:

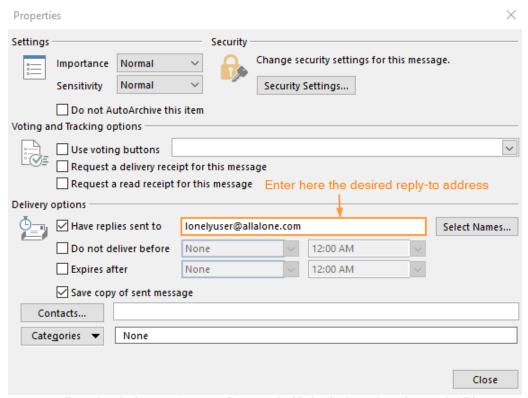
Christine Clevenger - 2018-07-03 - Email and Collaboration

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.

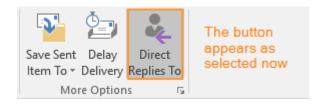
- 1. Start Outlook and open New Email or use Reply, Reply All or Forward options for any existing email.
- 2. Move to the Options tab on the ribbon and click Direct Replies To:



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



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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