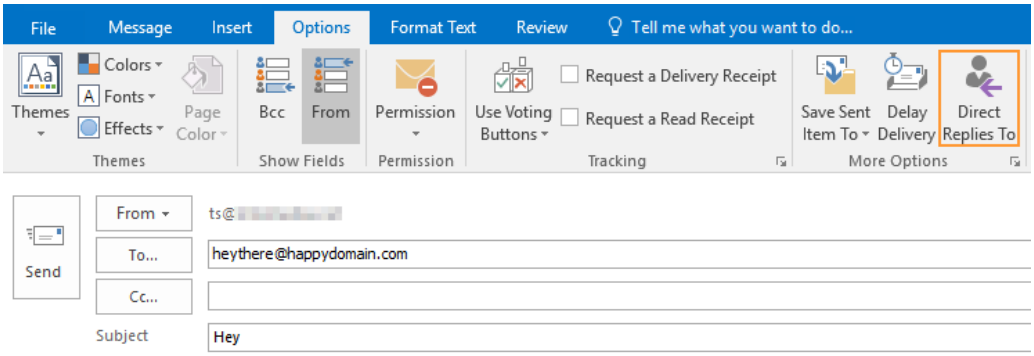
Outlook: Direct Replies To:

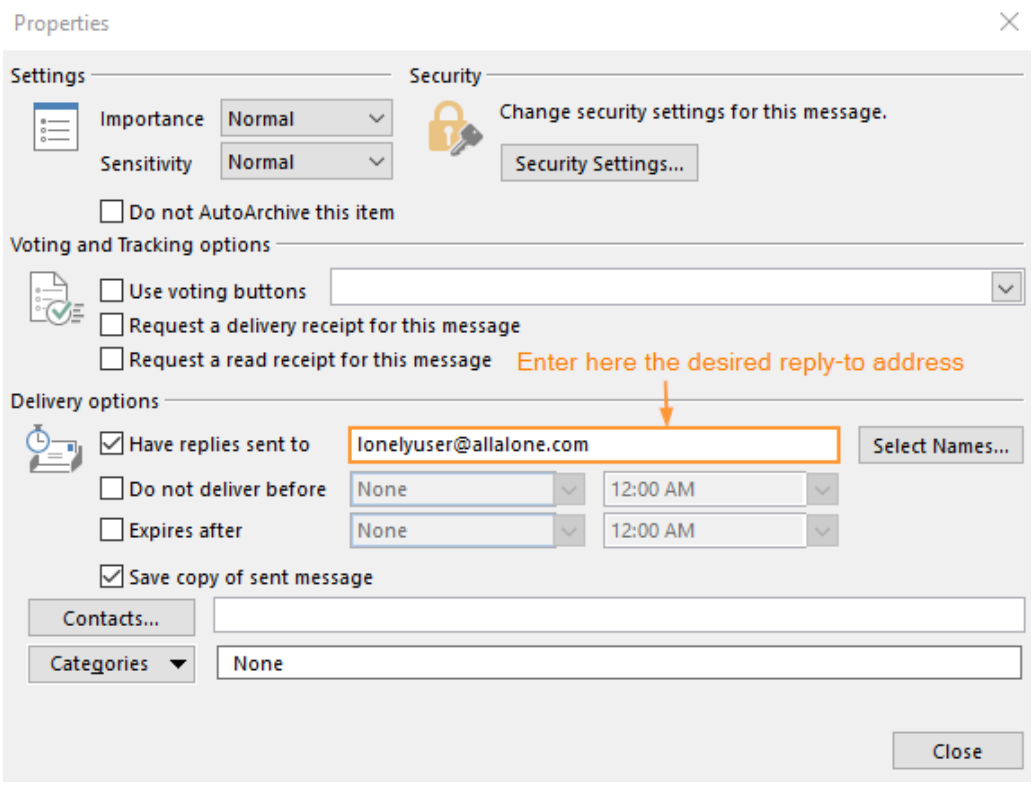
Christine Clevenger - 2018-07-03 - Email and Collaboration

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.

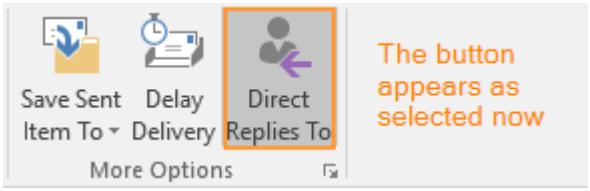
1. Start Outlook and open **New Email** or use **Reply**, **Reply All** or **Forward** options for any existing email.
2. Move to the **Options** tab on the ribbon and click **Direct Replies To:**



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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