

<u>Knowledgebase</u> > <u>Email and Collaboration</u> > <u>Outlook: 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.

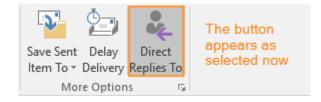
- 1. Start Outlook and open New Email or use Reply, Reply All or Forward options for any existing email.
- 2. Move to the $\ensuremath{\textbf{Options}}$ tab on the ribbon and click $\ensuremath{\textbf{Direct}}$ $\ensuremath{\textbf{Replies}}$ To:

File	Message	Insert	Options	Format Te	xt Review Q Tell me what	you wan	it to do		
Aa	Colors ▼ A Fonts ▼ Effects ▼		cc From	Permission	Use Voting Request a Read Rec Buttons *		Save Sent Item To + I	Delay Delivery	Direct Replies To
	Themes	S	how Fields	Permission	Tracking	E.	More	e Option	s 🖓
تے۔ Send	From + To		@happydoma	in.com					
	Subject	Hey							

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

Properti	es					×						
Settings		Security										
*	Importance Normal	Change security settings for this message.										
<u> </u>	Sensitivity Normal	Security Settings										
Do not AutoArchive this item												
Voting and Tracking options												
	Use voting buttons					~						
Control Contro												
Request a read receipt for this message Enter here the desired reply-to address												
Delivery options												
Ō_	Have replies sent to	lonelyuser@al		Select Names								
	Do not deliver before	None	\sim	12:00 AM	\sim							
	Expires after	None	\sim	12:00 AM	\sim							
Save copy of sent message												
Co	ntacts											
Categories None												
						Close						
NT		·	T		.1							

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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