Redirect it to people or group
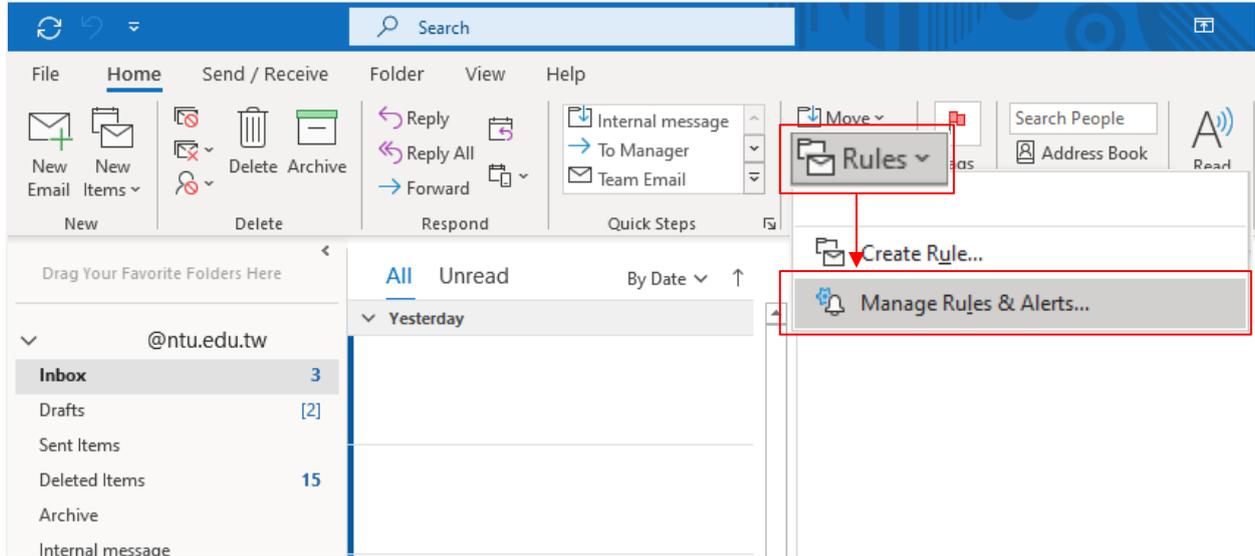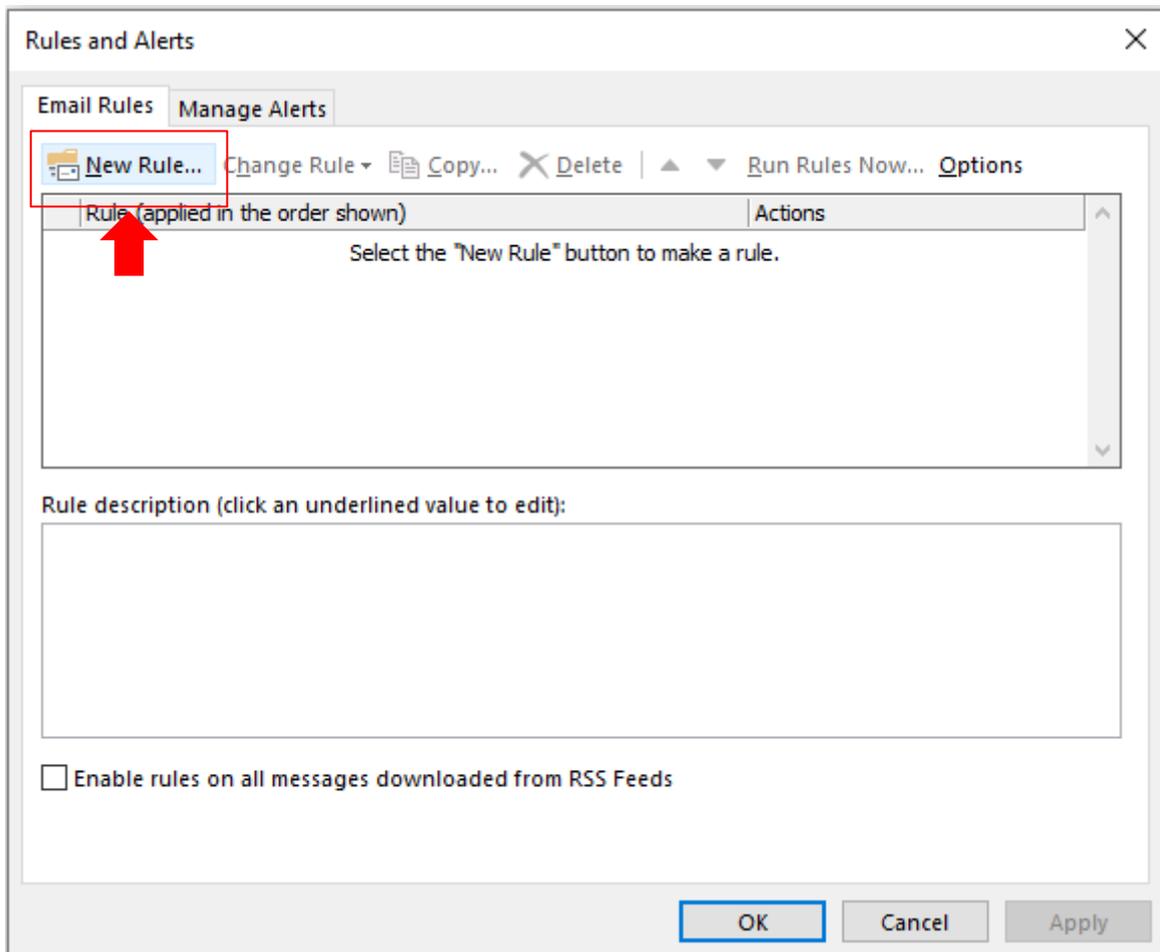
After the message arrives, forward it to another mailbox or someone else.
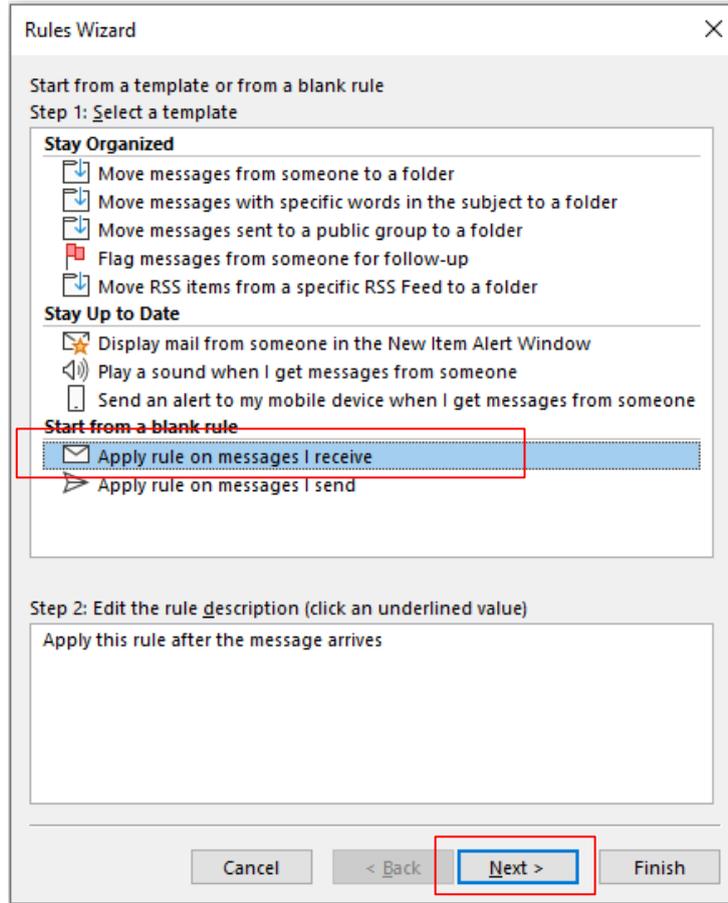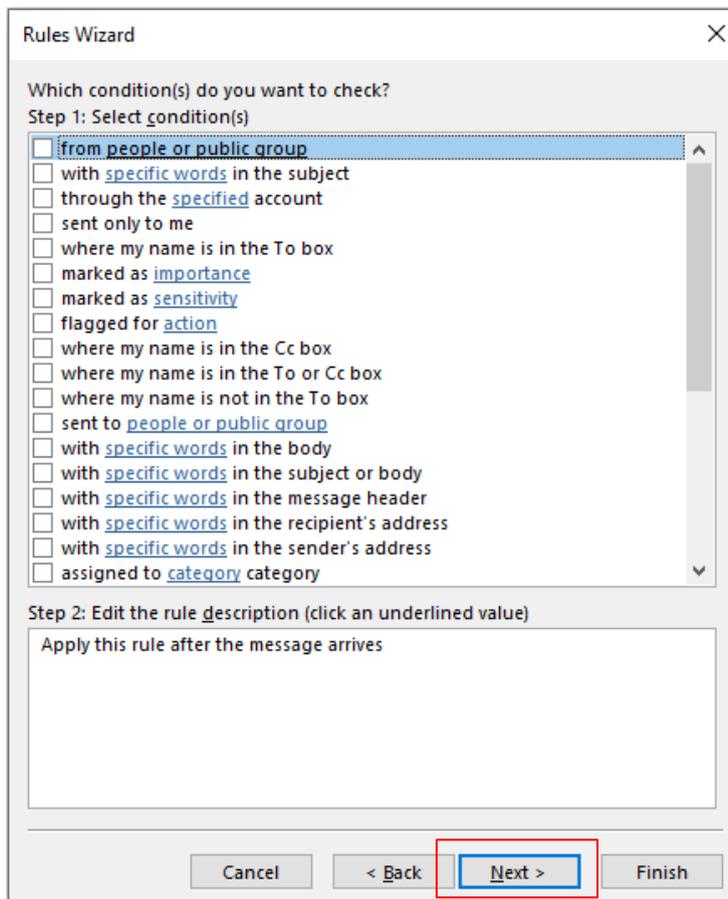
1. Please click【Home】→【Rules】→【Manage Rules & Alert】.

2. Click【New Rule】.
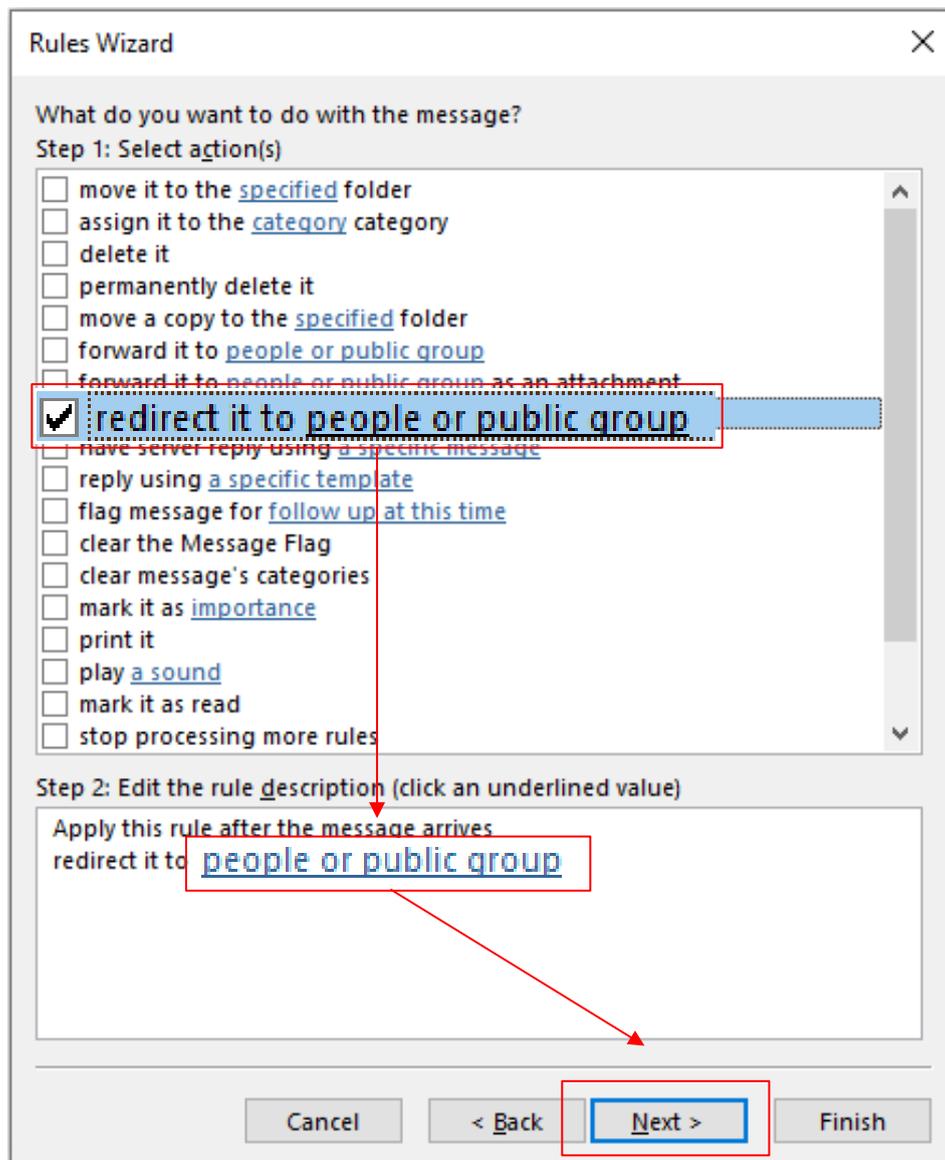
3. Click【Apply rule on messages I receive】, click【Next】.

4. No conditions selected, click【Next】.

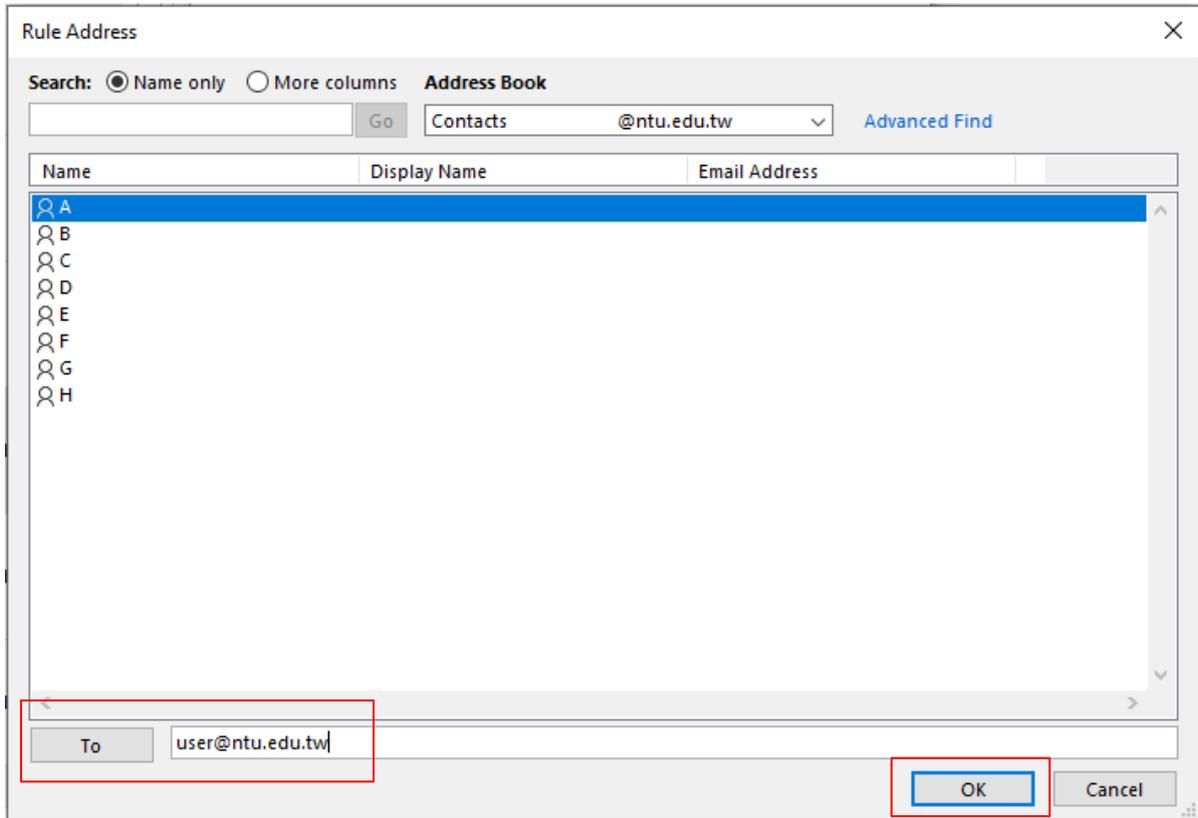5. Pop up the confirmation window, click【Yes】.
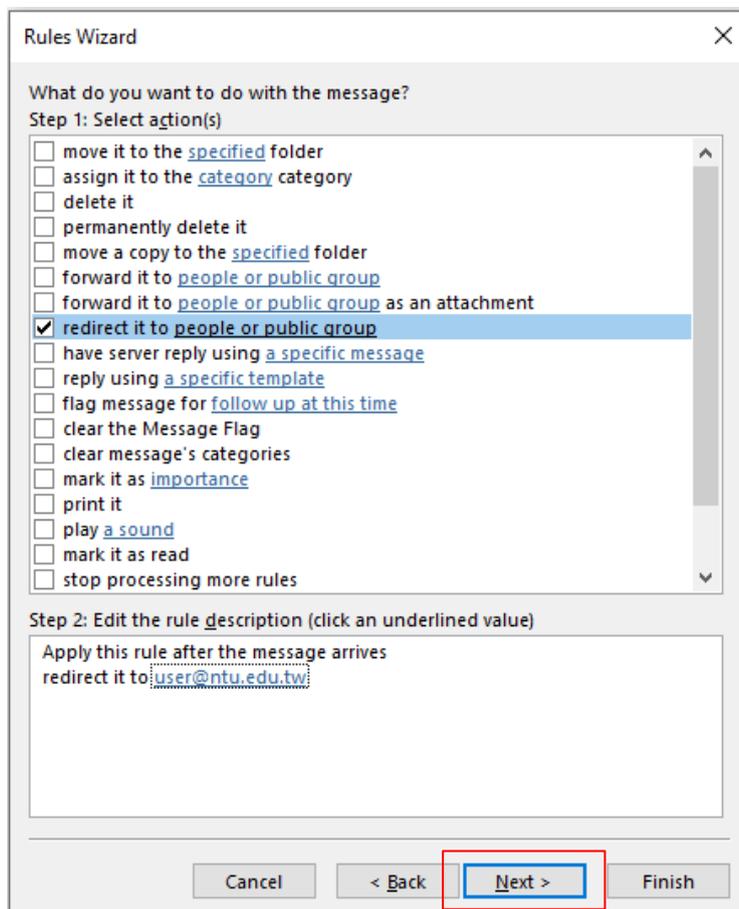

6. Check【redirect it to people or public group】, click【people or public group】 to add email address.

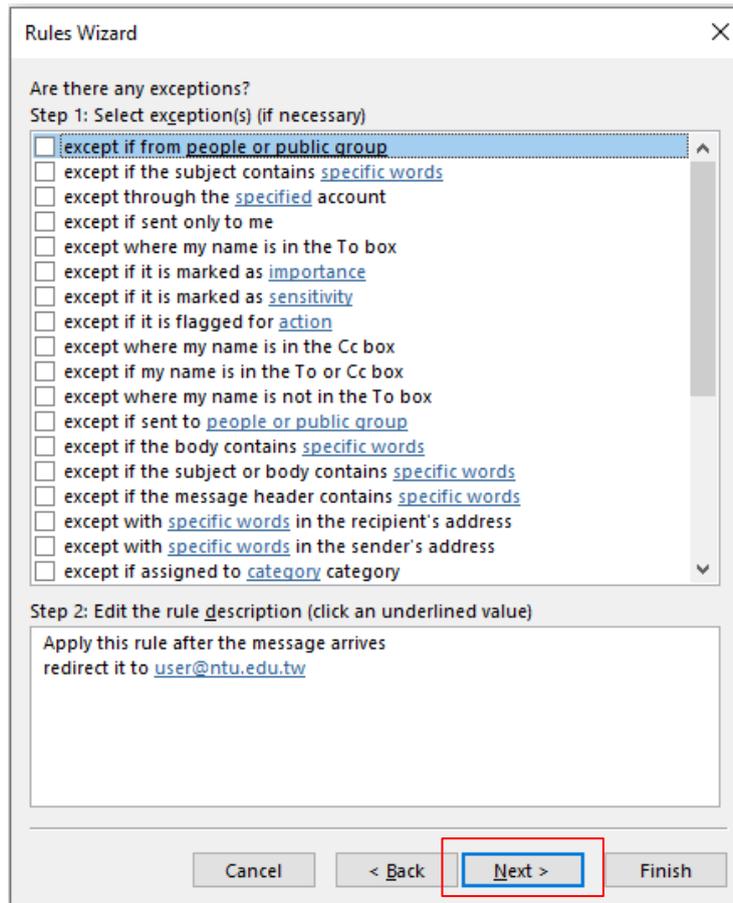7. Add email address you want redirect, then click【OK】.

8. Click【Next】.

9. You can add exceptions, if none, Click【Next】.

10. Check【Run this rule now on message already in box】as need, After click【Finish】, the rule setup is complete.