Forwarding your Army.mil email to another *.mil* or *.gov* official email address

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Follow this guide to set up automatic forwarding of your @army.mil email to another .mil or .gov email address, eliminating the need to check multiple email accounts to read and respond to your email.

NOTE: IF this other .mil email address is on your CAC, this will not work, until you change the email address on your CAC to @army.mil
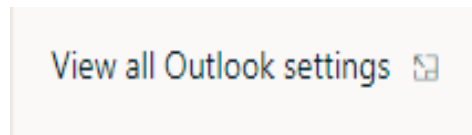
You must be logged into your @army.mil website to follow the rest of this guide https://webmail.apps.mil

Please check for the most current version of this presentation at:
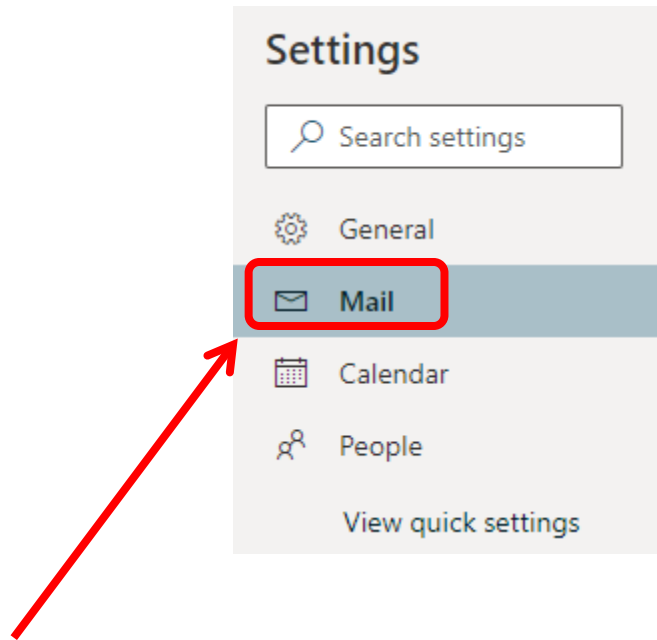http://militarycac.com/files/forwarding_ArmyMail.pdf

Click the Gear icon in the upper right corner of the page
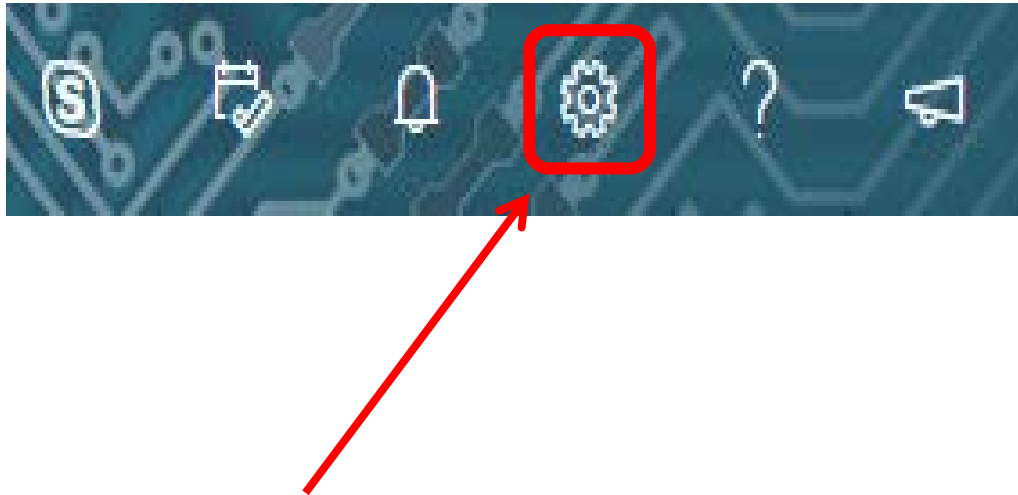
Click *View all Outlook settings* in the lower right corner of page

Select *Mail* on the left column

Forwarding

2. Select the box titled: *Enable forwarding*

You can forward your email to another account.

☑ Enable forwarding

Forward my email to:

michael.j.danberry.mil@mail.mil

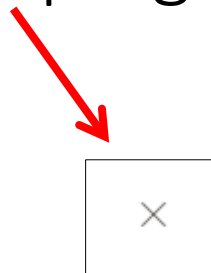☐ Keep a copy of forwarded messages

1. Select forwarding in center column

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

3. Type your other .mil or .gov email address in the box.

Click *Save* at bottom of page

Save   Discard
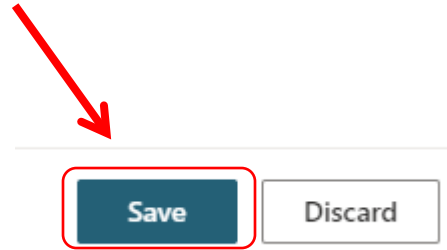
Click the *X* in the top right to close window

×

You are now complete. Send an email to your @army.mil email address and verify that you get it at your other .mil or .gov email address

NOTE: You will want to occasionally visit https://webmail.apps.mil   and make sure all of your emails are being forwarded and deleted. Some emails that are not directly sent to you (example.. to a distribution list) may not forward automatically.

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https://MilitaryCAC.com