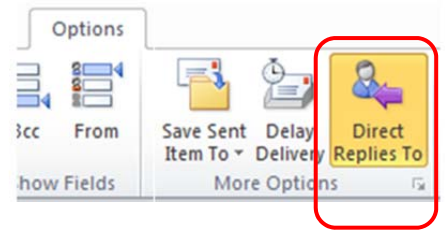


# Redirecting Replies To a Message in Outlook 2010

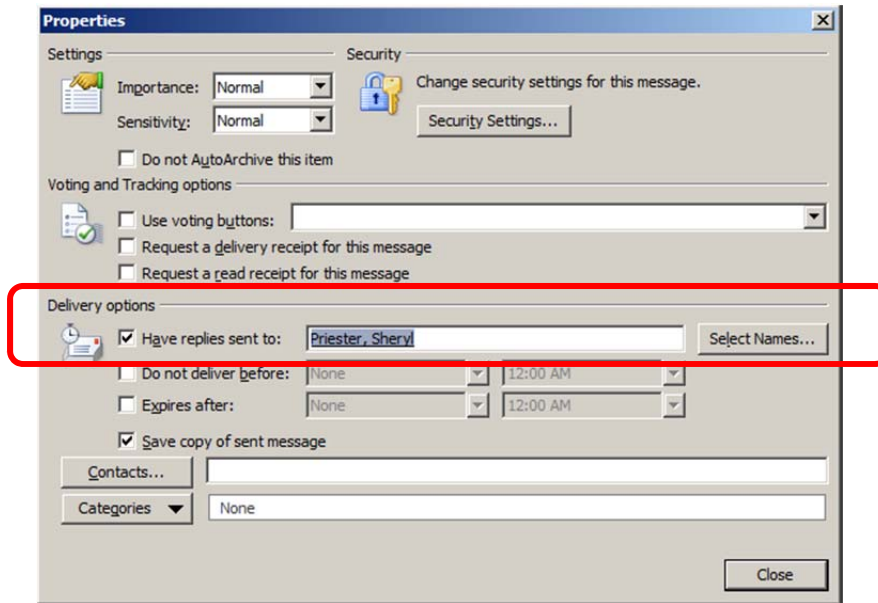
There are times that it is useful for replies to a mail message to be directed to another email address or person. This makes it easier to delegate responses to someone else.

## Redirecting Replies to a message

1. In a new message, select the **Options** tab.
2. Click **Direct Replies To** in the **More Options** section.



The Message Options window will appear.



3. Under **Delivery Options**, make sure the **Have replies sent to** check box is checked.



*By default your username will automatically appear in this field, delete your username and proceed ...*

4. Type the username or email address that replies are to be sent to or to select a user from the Global Address List, click the **Select Names** button.
5. Click Close.
6. Click Send.



The replies to this email will now be directed to the chosen email address.