

Outlook - Multiple Accounts Delivered To One Inbox

What

Make Outlook place all the downloaded emails from different email accounts into the Inbox of one of the accounts, thus having all your emails from all your email accounts in one Inbox.

Why

Having all your emails from your different email accounts placed in one Inbox, keeps you from jumping from one Inbox to the next; and often prevents you overlooking an email in one of your accounts you forgot to check.

How

Overview

- Select the email account that you usually check for emails first when you open Outlook. This will be the Inbox folder that Outlook will move the emails to from the other accounts' Inboxes.
- For each of the other email accounts create a Rule for that account's Inbox to move all emails to the Inbox of the account you selected above.
- Once you have created the rule for each of the other accounts, when any email downloads to the Inbox of any of those accounts it will be moved to the Inbox of the account you chose. This puts all your accounts downloaded emails into one Inbox.

Detailed Instructions

These instructions and screenshots apply to Outlook 2019, but should be very similar to other versions of Outlook. Actual email addresses in screen shots have been removed, but instructions do indicate where the addresses should be.

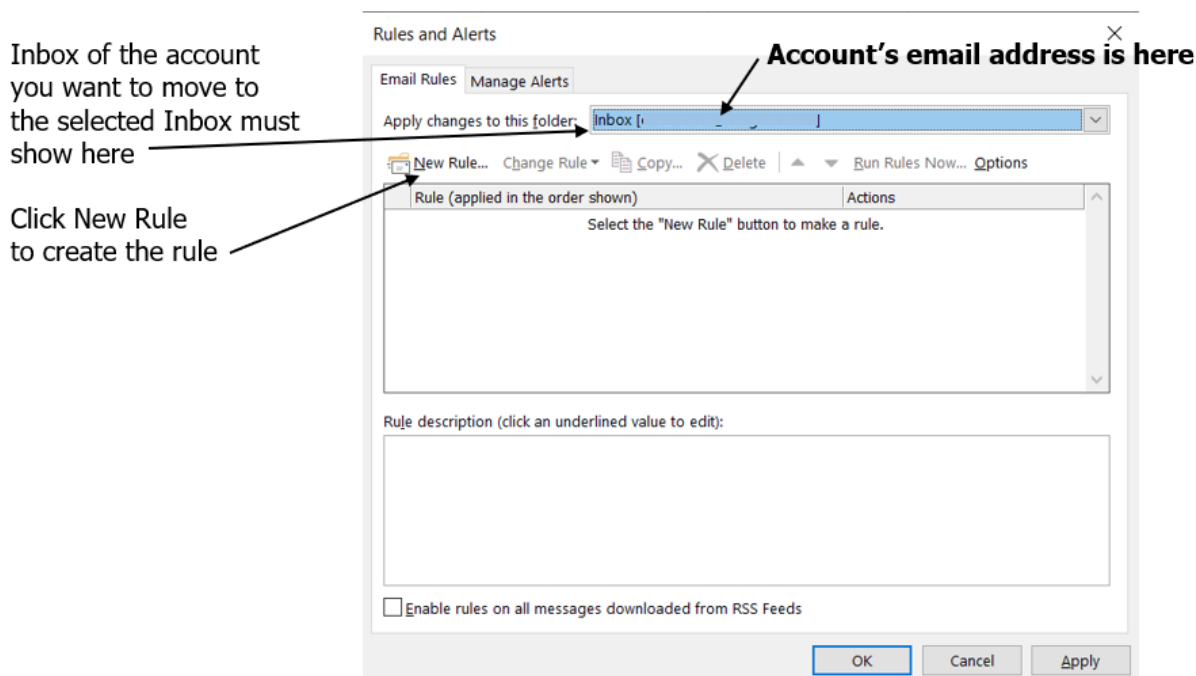
Step 1 - Select Inbox

Each different email account has a different email address and Outlook uses that email address to indicate that account, so in Outlook email account and email address is the same. Select the email account that you usually check the Inbox first when you check your emails. This email account's Inbox will be the folder we will enter into the rule(s) as the folder to transfer the emails to. After setting up the rule(s), you will go to this folder first (like always) but you won't have to go to the other accounts' Inboxes as all those emails have been moved to this account's Inbox.

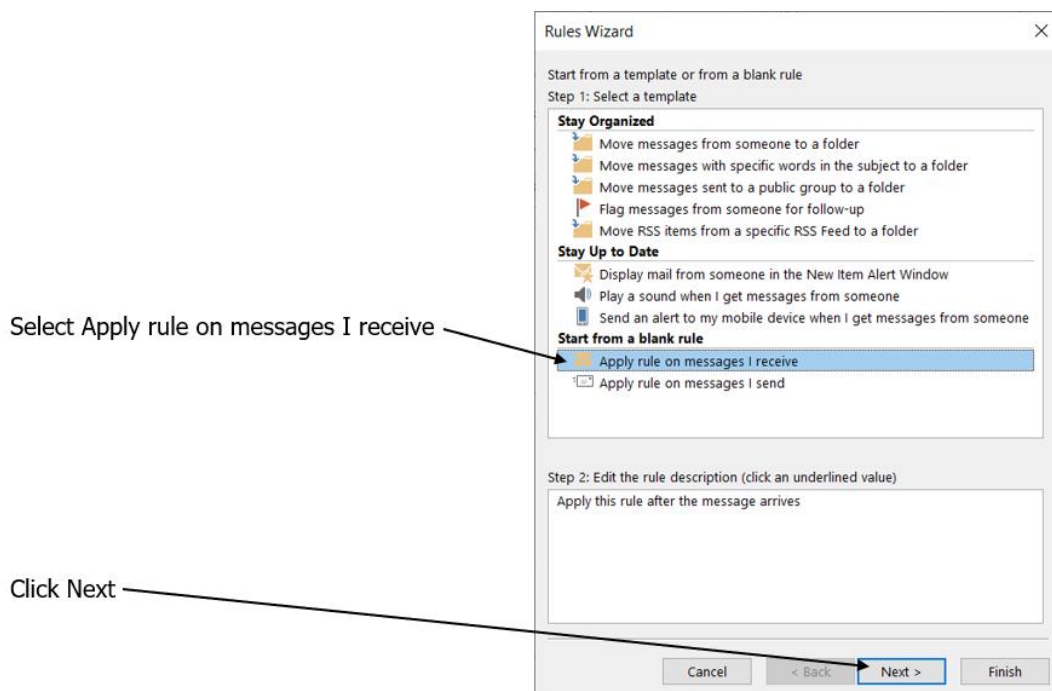
Step 2 - Create the Rule(s)

- In Outlook's left Navigation pane, select the Inbox of one of the email accounts you wish to move the emails from its Inbox to highlight it.
- Open the Rules and Alerts window by clicking the dropdown arrow next to *Rules* in the Move Group of the Home tab and select *Manage Rules & Alerts...* OR use the keyboard shortcut = *Alt + H, R, R, L* (Hold the Alt key down and press the H key, release both keys, press the R key twice, and then press the L key)

- The Rules and Alerts window will open with Inbox of that email account highlighted in the box next to *Apply changes to this folder:* as shown in the image below.



- The dropdown arrow to the right of that box will display Inbox [*email address of that account*] for each different account which allows you to select the Inbox folder of each account. Be sure to select the email account that you want Outlook to move the emails from its Inbox to the Inbox of the selected account above. The rule you create will apply only to the Inbox you have showing in this *Apply changes to this folder* box. By selecting the Inbox of that account in the Navigation pane before opening this Rules and Alerts window it usually has that Inbox of that account in that Apply changes to this folder box when it opens.
- Select New Rule to open the Rules Wizard as shown below.



- Under **Start from a blank rule**, select *Apply rule on messages I receive* and click the *Next* button for the next page of the Rules Wizard as shown below.

Select
through the *specified* account

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☐ from people or public group
- ☐ with specific words in the subject
- ☒ through the specified account
- ☐ sent only to me
- ☐ where my name is in the To box
- ☐ marked as importance
- ☐ marked as sensitivity
- ☐ flagged for action
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to people or public group
- ☐ with specific words in the body
- ☐ with specific words in the subject or body
- ☐ with specific words in the message header
- ☐ with specific words in the recipient's address
- ☐ with specific words in the sender's address
- ☐ assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
through the specified account

Cancel < Back Next > Finish

Click *specified* to open box
to select this account

Click *Next* after selecting account

- Under Step 1: Select conditions, select *through the specified account* which will reflect this choice by displaying that selection in the Step 2: box below. In this Step 2: Edit box, click the underlined word specified to open a box to select the email address of the account this rule applies to (click dropdown arrow to see all accounts to choose from). Select this same account you are making the rule in and thus want Outlook to apply this rule to all emails that come in to this account's email address. Click the OK button after making the selection to close the box. You will see that the wizard has replace the word specified with the email address of the account to move emails from. If not the right account, click the email address displaying and change the email address to the account it should be.
- Click *Next* to go to the next page of the Rule Wizard as shown below.

Select

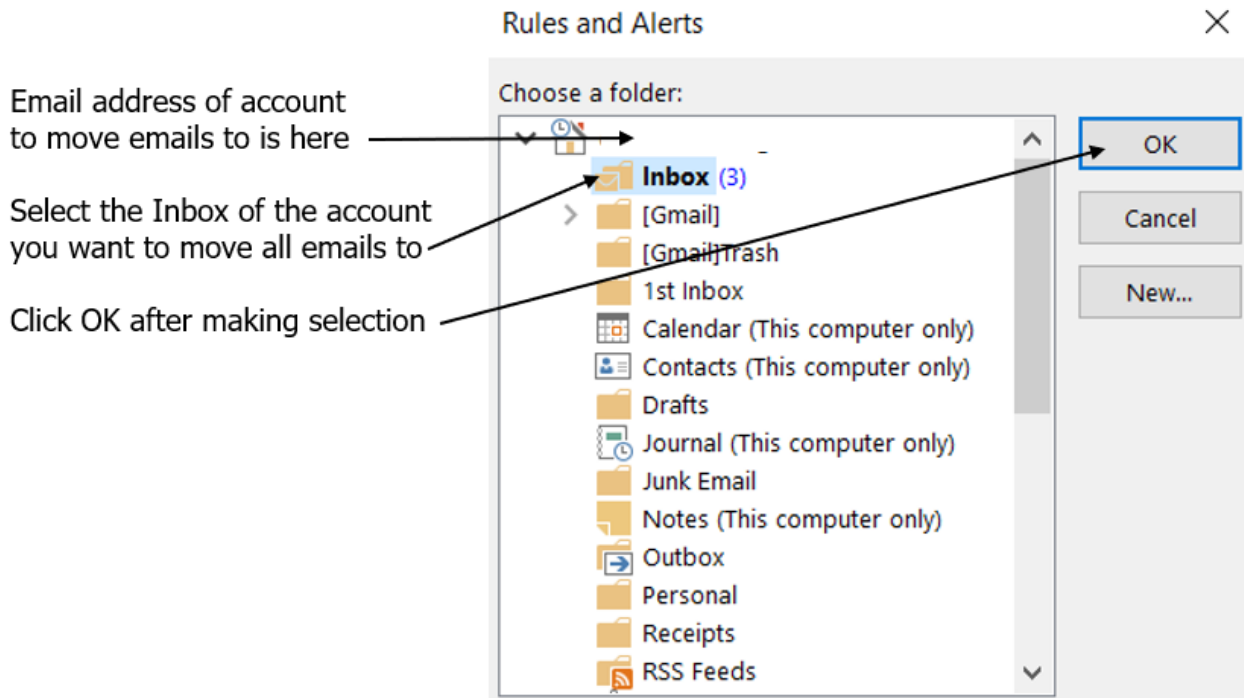
move it to the [specified](#) folder

Email address of account
that emails are going to be
moved from is shown here

Click [specified](#) to open window to
select folder to move the emails to

Click Finish when finished

- Under Step 1: Select action(s) select *move it to the [specified](#) folder*, which will display that choice in the Step2 box below.
- In the Step 2: box make sure that the email address it lists there is the email account that you want to move the emails from as selected on the previous page.
- In the Step 2: box click the word [specified](#) to open a window displaying the folders seen in Outlook's Navigation pane as shown below.



- Scroll thru the list of accounts and folders to locate the email address of the account you selected to move all emails to and click the *Inbox* under this email address. Click *OK* to close the window and return to the Rules Wizard.
- The word specified has now been changed to Inbox which is the Inbox of the email account you selected to have all emails move to.
- Click *Finish* to close the Rules Wizard and return to the Rules & Alerts window where your new rule is listed with that accounts email address as the name of this rule. Click *Apply* and *OK* to accept all changes and close the Rules & Alerts window.
- Using the instructions above create a rule for each account's Inbox that you want the emails moved from its Inbox to your selected account's Inbox. You don't need to create any rule for the account you chose to move the emails to.
- Once completed, any emails downloaded to the Inbox an account with this rule will move those emails to the Inbox of the account you chose.