Forwarding Shared Mailboxes to Multiple Emails

It is possible to forward shared mailboxes to multiple users personal emails via a distribution list.

Though this is not an ideal work around and users would be better served by connecting the shared mailbox to their phone or laptop, there may arise times in smaller organisations where users would rather receive emails directly to their organisation email or in RTHV's case their personal.

In this use case the flow is Shared Mailbox > DL > Users Org Email > Users Personal Email.

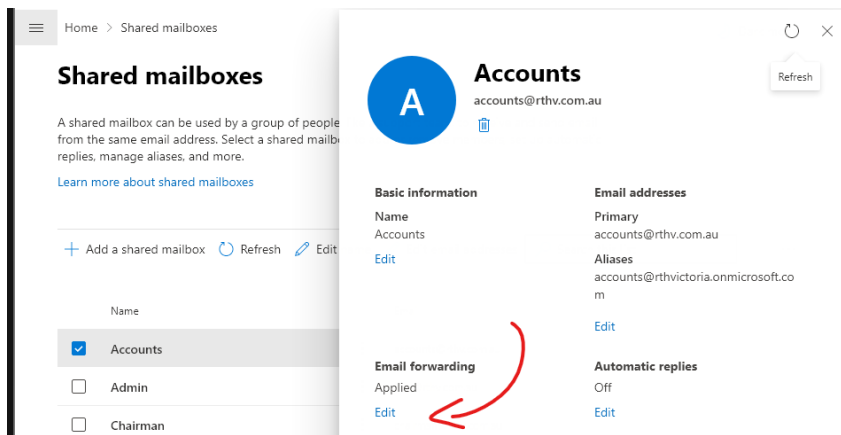1. First create a Shared Mailbox

2. Then create a distribution list with the users receiving the forwarded emails as members of the DL. Make sure to give the DL an applicable name, in this case accounts.forwarding.

3. Go back to the Shared Mailbox you created, open the details, find Email forwarding and **edit**

4. Add the new DL email you just created to the forwarding email address section and save

5. At this point accounts shared mailbox will receive the mail, as well as any member of the DL.