

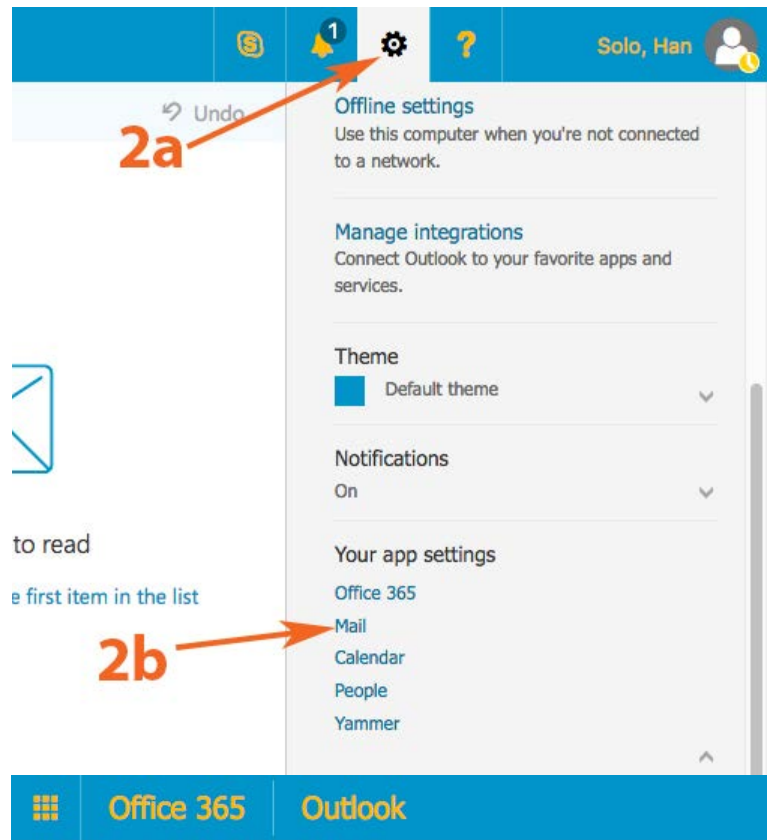
Forwarding Your Email

1. Log into Outlook in Office 365.

2. On the ribbon at the top right select the **Gear** (2a)

From the dropdown menu on the right select **Mail** (2b).

(You might have to scrool down to find Mail.)



3. In the menu on the left under Mail > Accounts, click on **Forwarding** (3).

4. Select **Start forwarding** (4a).

In the **Forward my email to:** (4b) text box, enter the email address you want your mail forwarded to.

If you want to keep a copy of your forwarded emails in your current email box, select **Keep a copy of my forwarded messages** (4c).

Select **Save** (4d).

Your emails will now be forward.

5. To stop forwarding your mail follow steps 1-3, Skip 4.

Select **Stop forwarding** (5).

Select **Save** (4d).

Your emails will no longer be forwarded.

