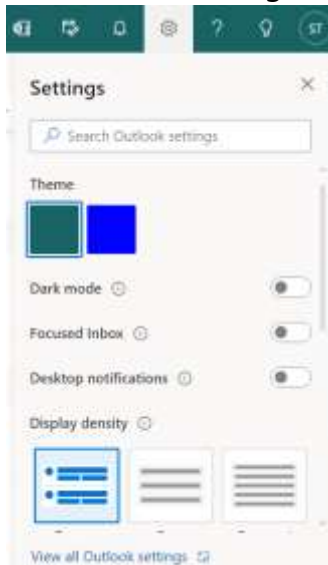


Microsoft 365 Student: Mail Forwarding

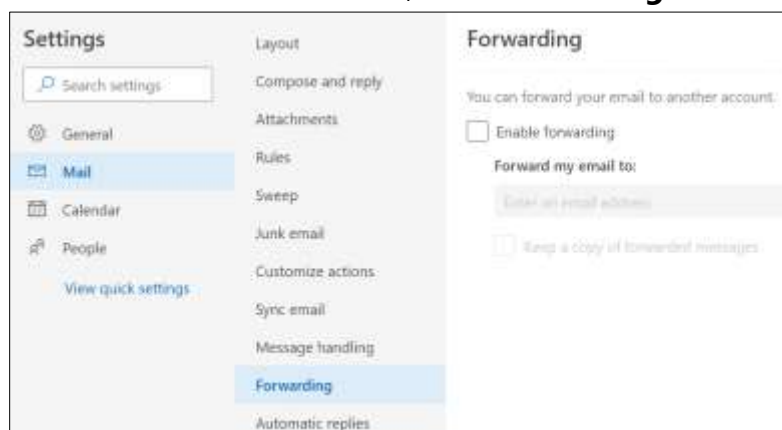
Note: if you check your personal email more often than your school email, use mail forwarding to make sure you don't miss anything important!

Outlook: Setting Up Mail Forwarding

1. Sign in to Office 365 and click on the envelope icon to open Outlook.
2. Click on the gear icon to open Outlook Settings.



3. Click **View all Outlook settings** at the bottom.
4. On the middle column, click **Forwarding**.



5. Click on the **Enable forwarding** checkbox.
6. Now you can enter an email address. Click on the **Keep a copy of forwarded messages** so your student account can be act as a backup.
7. Click **Save** to save your changes. Done!