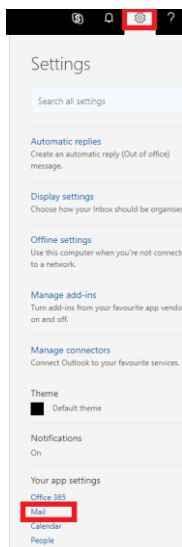
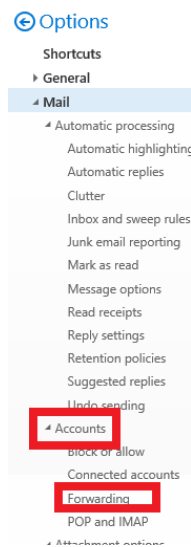


How to create email forwarding

1. Sign into portal.office365.com with your email address > Click on the **settings icon** (Round Gear) at the top right > click **Mail**

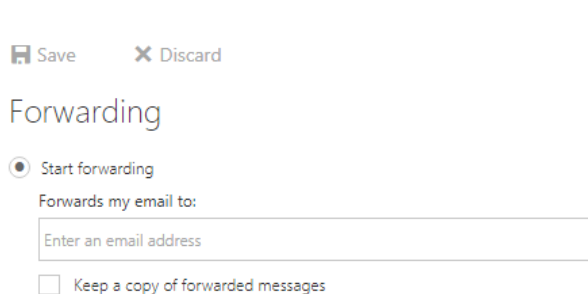


2. Click **Accounts > forwarding**



3. Click **start forwarding** > enter the email address you want to forward your mail to

If you would like to keep a copy of messages in your inbox, ensure keep a copy of forwarded messages is ticked.



4. To stop forwarding your emails follow steps 1 and 2 then click **stop forwarding**

