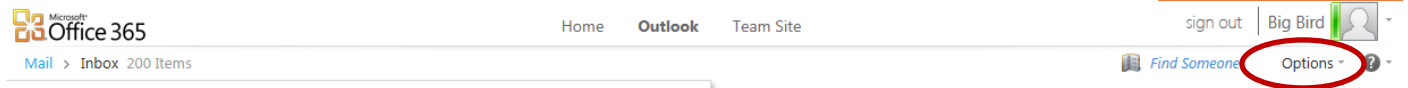
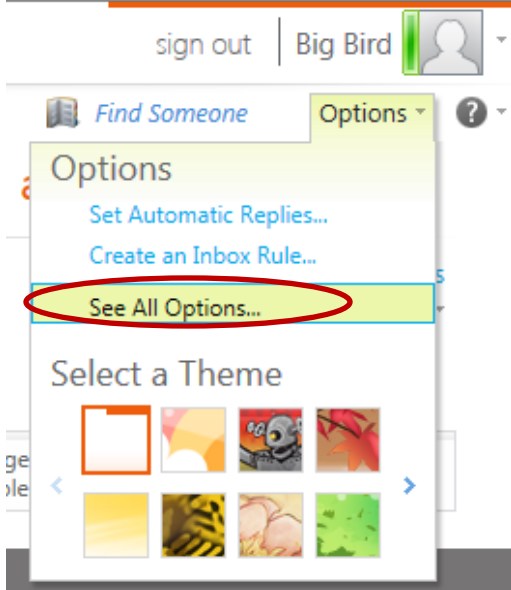


Office 365: Forward Mail to an External Account

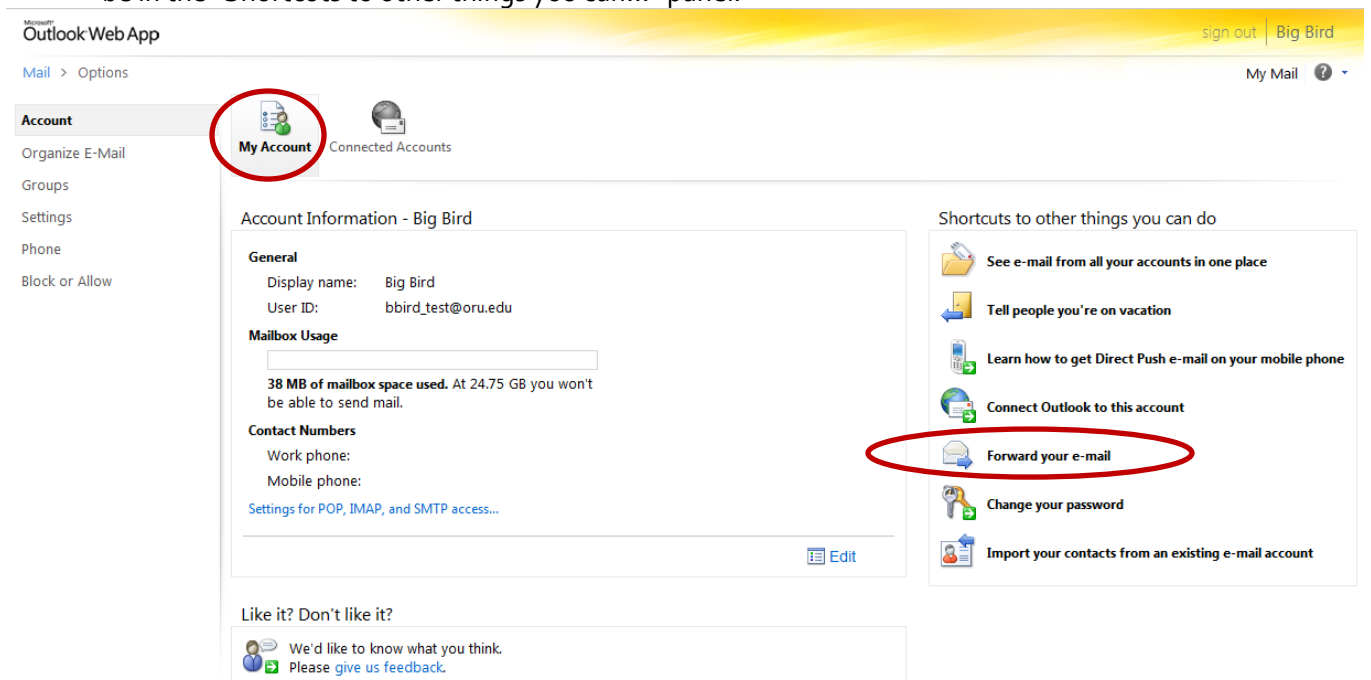
1. Once you have logged in to your e-mail account click on the “Options” link in the upper right corner of the screen to access your account settings.



2. Choose “All Options” from the dropdown menu.



3. On the “My Account” screen click the “Forward your e-mail” button on the right side. This will be in the “Shortcuts to other things you can...” panel.



Office 365: Forward Mail to an External Account

4. On the "Connected Accounts" screen type in the e-mail address you would like to forward your mail to in the "Forward my e-mail to:" section, and click the "Start Forwarding" button.

Microsoft
Outlook Web App

sign out | Big Bird

Mail > Options

My Mail ?

Account

- Organize E-Mail
- Groups
- Settings
- Phone
- Block or Allow

My Account

Connected Accounts

If you have multiple e-mail accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

Connected Accounts

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

New... Details X Refresh

Account Name	Status	Action
There are no items to show in this view.		

0 selected of 0 total

Forwarding

Forward my e-mail to:

Keep a copy of forwarded messages in Outlook Web App

Start Forwarding

NOTE: The option to "Keep a copy of forwarded messages in Outlook Web App" should be checked if you want a copy to remain in the *oru.edu* account or unchecked if you do not want a copy to remain in the *oru.edu* account.