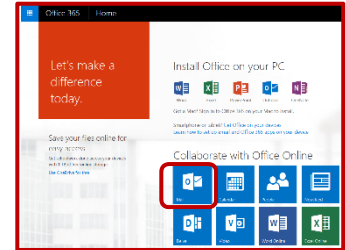

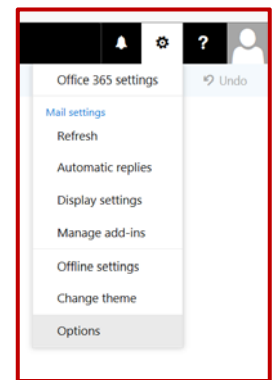


How to Forward Your Office 365 Email to a Different Account

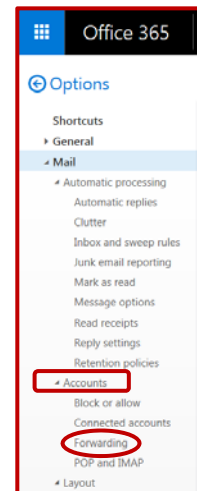
1. Login to your **Office 365** account and click on the **Mail** icon.



2. In your **Mail** account, click on the *sprocket wheel*  (right side of screen) and choose **Options**.



3. On the left side of the *Options* menu under **Accounts**, click on **Forwarding**.



4. In the *Forwarding window*, click on the **Start Forwarding** radius, enter the email address you would like your mail to be forwarded to, then click on **Save**.

