

# Forwarding Your Office 365 Email to Another Account

It is possible to forward your email to another account that you might already have setup on your mobile device (phone or tablet). However, if you are communicating with your teachers please use your Office 365 email account so they know who they are talking to.

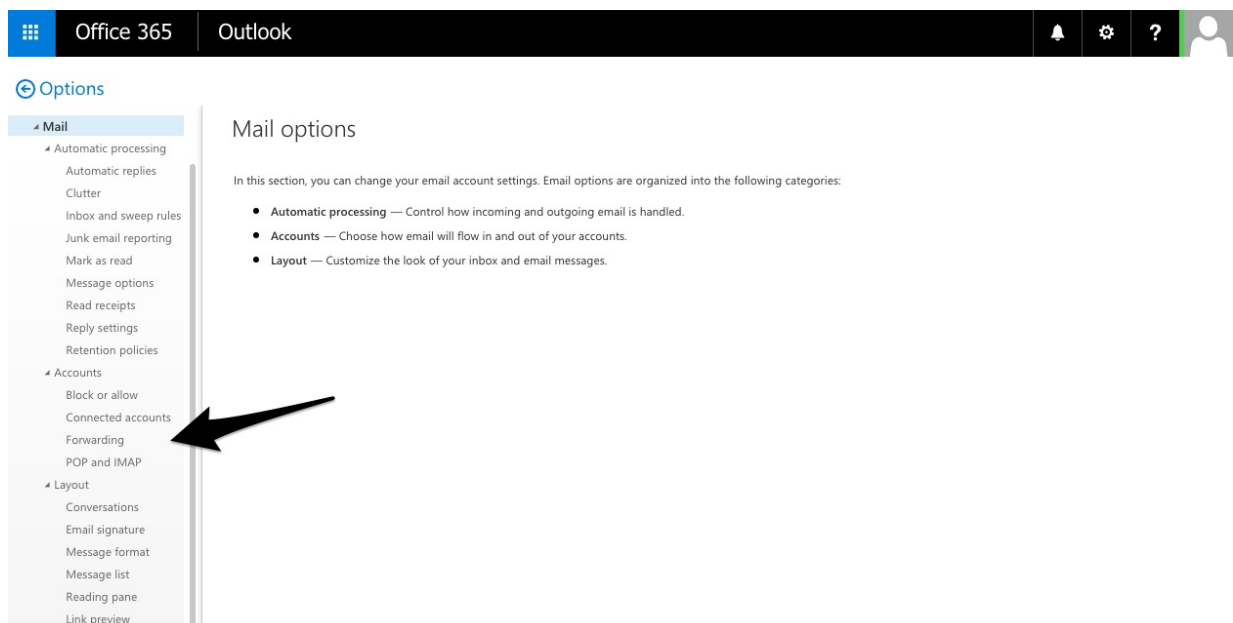
- 1) Login to your Office 365 account



- 2) Click on the 'Mail' app.

- 3) Click on the 'cog wheel' in the top right hand corner.

- 4) In the dropdown menu that appears click on 'Options'. On the page that now appears click on 'Forwarding' in the 'Account' settings.



- 5) In the menu that appears put the email address you want to forward your emails to and click 'Save'. I would recommend keeping a copy of the email in your Office 365 account as well.

 Save       Discard

## Forwarding

Start forwarding

Forward my email to:

• **Error:** A valid email address is required to start forwarding your messages.

Keep a copy of forwarded messages

Stop forwarding