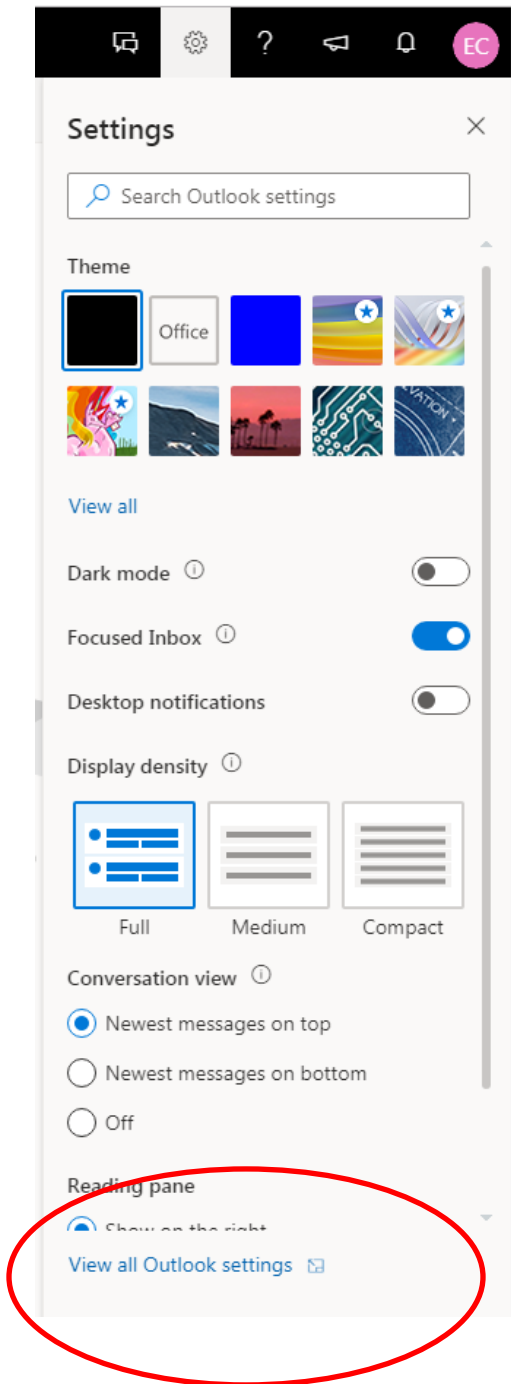
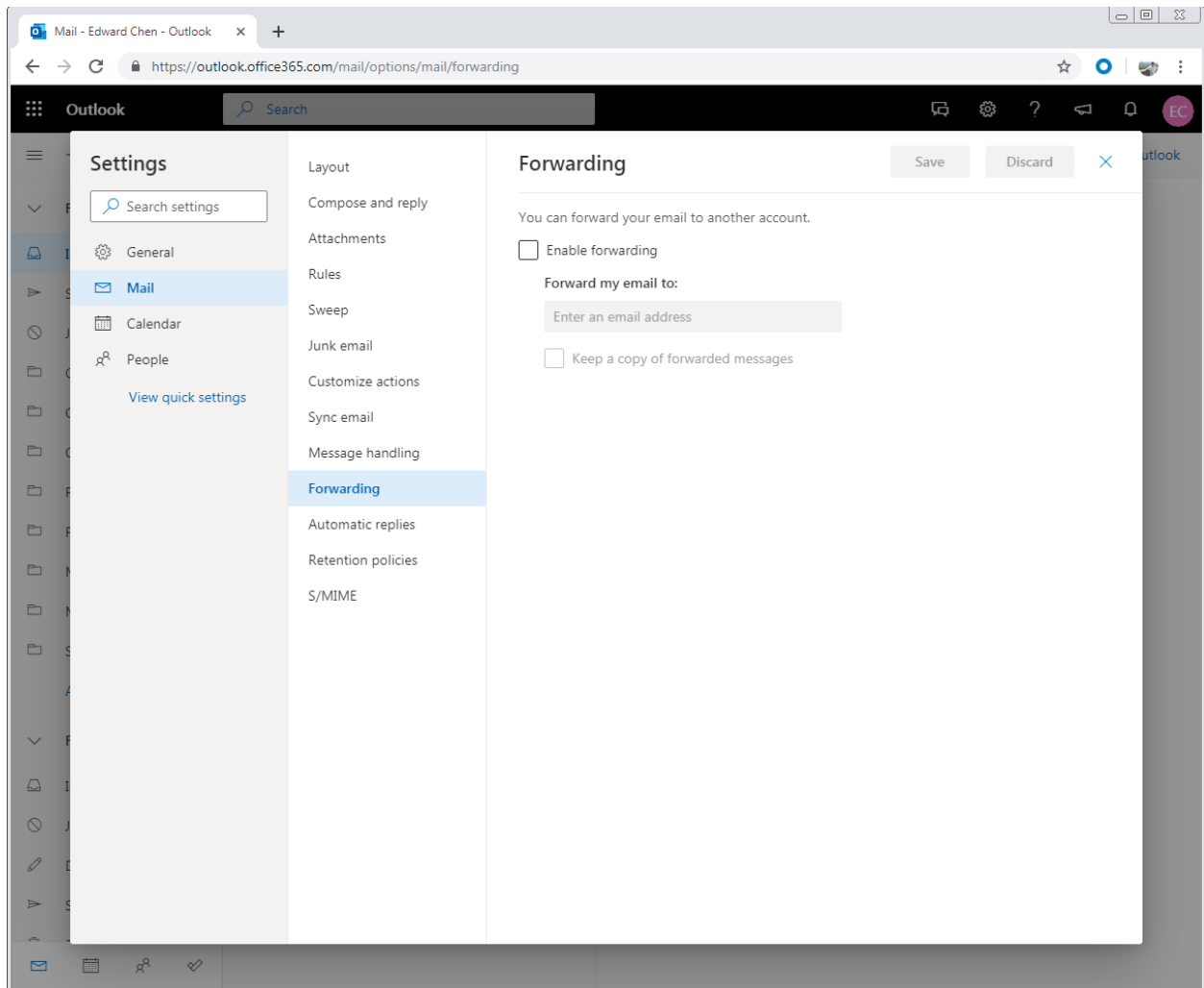


How to Forward E-mail from Office 365 to Another E-mail Account

1. Sign in to Office 365 at <https://outlook.office.com>.
2. At the top of the page, choose **Settings**  > **View All Outlook Settings**.



3. Choose **Forwarding**.



Check [Enable forwarding] and enter the email address.

Click [Save] button to save the changes.