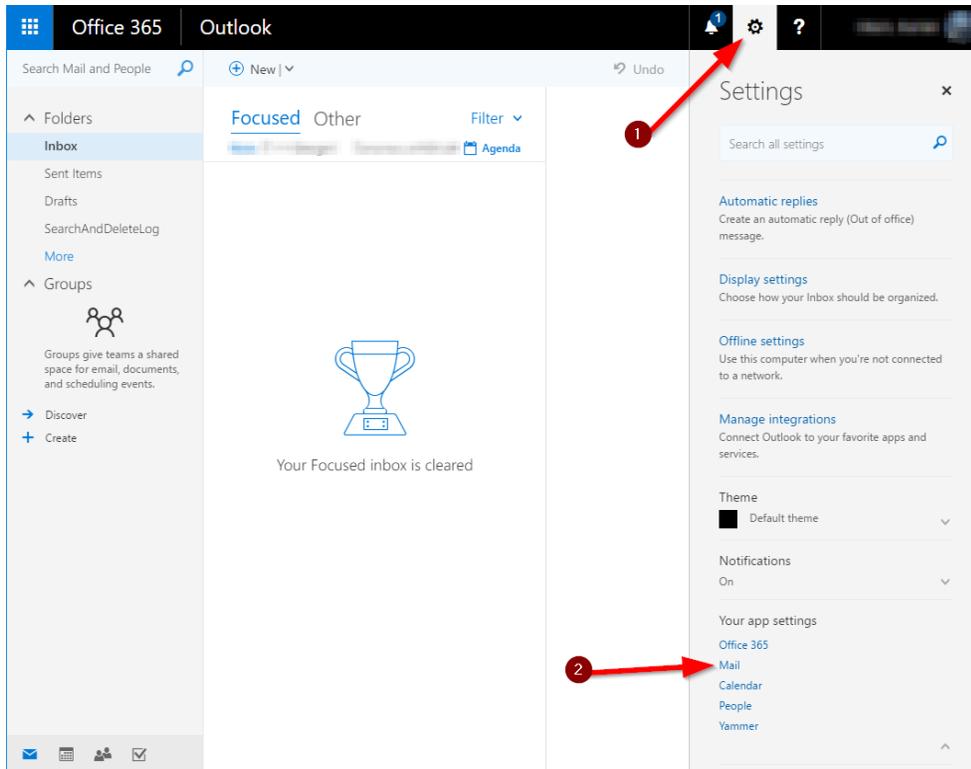


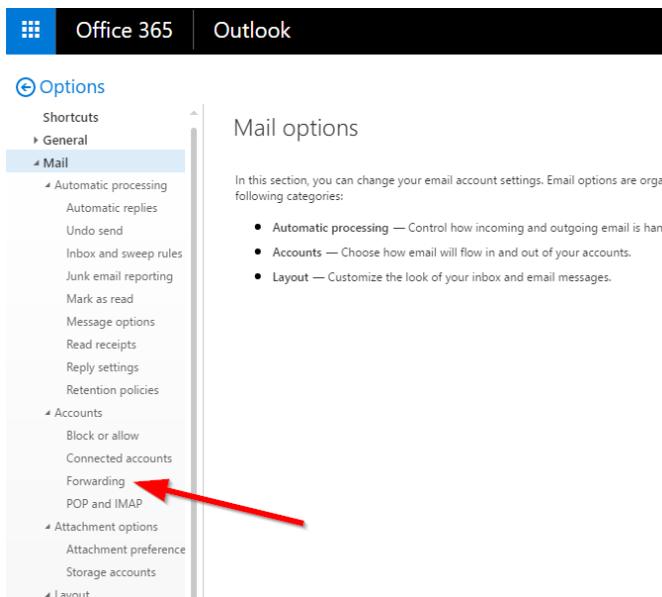
Forwarding email sent to an Office 365 mailbox

1. Log into Outlook Web App

2. In the top right corner of the OWA window, press the “Cogwheel”  button that will take you to Settings, and then choose Mail (or search for forwarding):



3. From the Mail Options page, click on the “Forwarding” link on the left:



4. Under the Forwarding section, type in the external email address that you want to forward your mail to and press the “Start Forwarding” button:

forwarding

Forward my email to:

someuser@contoso.com

Keep a copy of forwarded messages in Outlook Web App

start forwarding

That is all!