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:

	Office 365	Outlook		
Apptions				
Charterta				
Shortcuts		Mail options		
General Mail				
4	Automatic processing Automatic replies	In this section, you can change your email account settings. Email options are organ following categories:		
	Undo send	 Automatic processing — Control how incoming and outgoing email is hand 		
	Inbox and sweep rules	 Accounts — Choose how email will flow in and out of your accounts. 		
	Junk email reporting	 Layout — Customize the look of your inbox and email messages. 		
	Mark as read			
	Message options			
	Read receipts			
	Reply settings			
	Retention policies			
4	Accounts			
	Block or allow			
	Connected accounts			
	Forwarding			
	POP and IMAP			
4	Attachment options			
	Attachment preference			
	Storage accounts			
4	Layout			

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



That is all!