

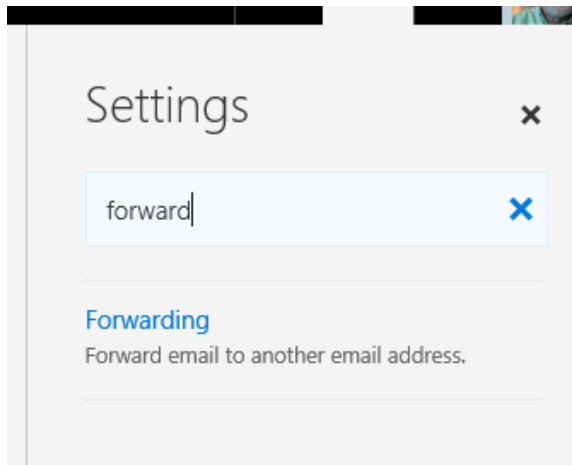
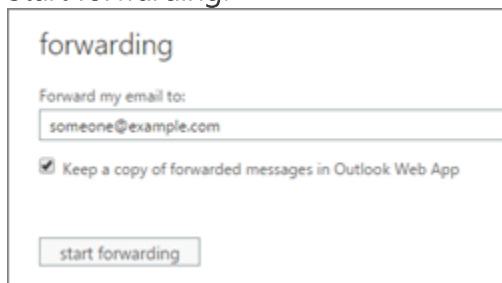


## Set email forwarding for your Office 365 account (LSC → another email)

1. Sign in to Outlook Web App.
2. At the top left of the page, choose **Outlook** (or **Mail**). Or, choose the **app launcher**  > **Mail**.
3. At the top right of the page, select **Settings** , and then type **forward** in the box that says "Search all settings"

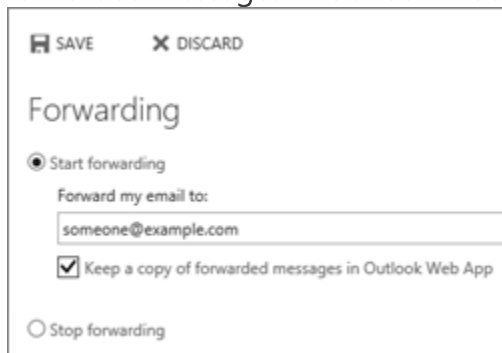


4. Select the blue **Forwarding** option:
  - o Under **Forwarding**, enter the *email address* you want to forward your Outlook Web App email to, set or clear the **Keep a copy of forwarded messages** check box, and then select **Start forwarding**.

A screenshot of the Outlook Forwarding settings form. The title is "forwarding". Below the title is the text "Forward my email to:" followed by a text input field containing "someone@example.com". Below the input field is a checked checkbox with the text "Keep a copy of forwarded messages in Outlook Web App". At the bottom of the form is a button labeled "start forwarding".

OR

- o Select **Start forwarding**, enter the *email address* you want, set or clear the **Keep a copy of forwarded messages in Outlook Web App** check box, and then select **Save**.

A screenshot of the Outlook Forwarding settings form. At the top are two buttons: "SAVE" and "DISCARD". Below them is the title "Forwarding". There are two radio buttons: "Start forwarding" (which is selected) and "Stop forwarding". Below the "Start forwarding" radio button is the text "Forward my email to:" followed by a text input field containing "someone@example.com". Below the input field is a checked checkbox with the text "Keep a copy of forwarded messages in Outlook Web App".