

Forwarding email in Microsoft Office 365

Contents

Purpose.	3
How to forward your email in Microsoft Office 365 to another account	3

Purpose.

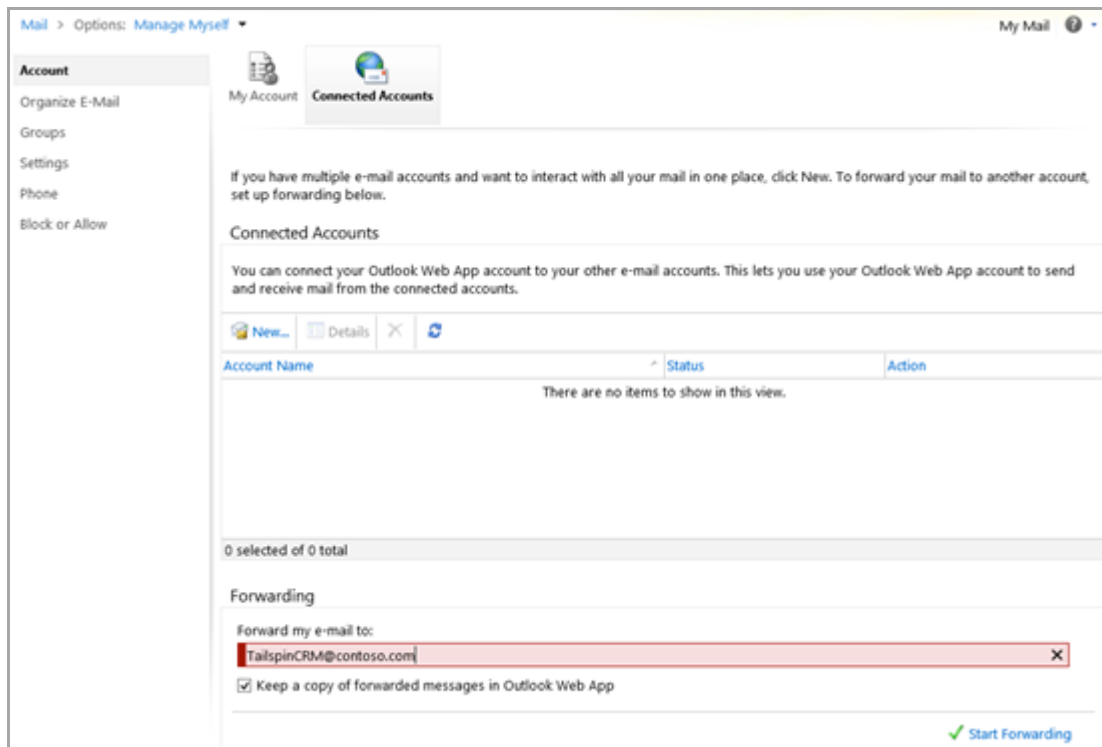
This document is designed to assist you with how to forward your Office 365 email to another external mail account if required.

How to forward your email in Microsoft Office 365 to another account

To forward your email in Microsoft Office 365 (Office 365) to another account please follow the steps outlined below.

1. Login to Office 365 (<https://outlook.com/owa/anu.edu.au>) with the account (User Name: eg u1234567@uds.anu.edu.au, Password: your ANU password) you wish to forward.
2. Select **Options**,
3. Select **See All Options**.
4. Under **Account**, select **Connected Accounts**.
5. Towards the bottom of the screen, specify the email address you want to forward to, and whether or not you want to keep copies in your Office 365 mailbox.

(see screenshot on the next page)



6. Select **Start Forwarding**.

Mailbox forwarding has now been setup.