



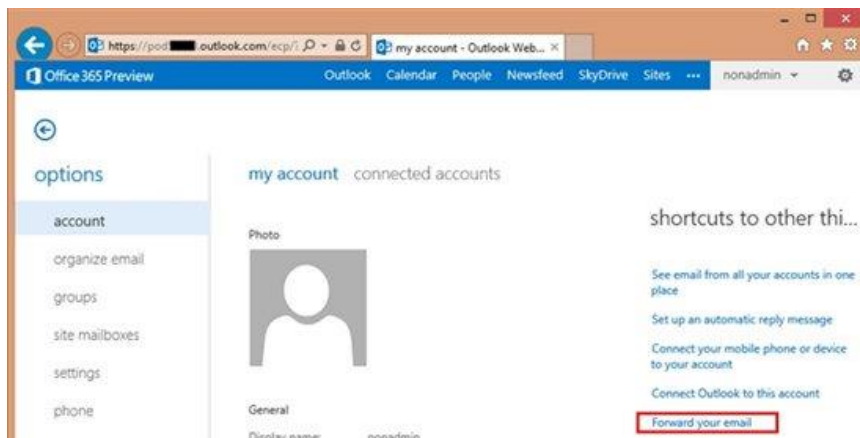
Forwarding email sent to an Office 365 mailbox

Follow these steps to forward your Office 365 mail to an alternate email address.

1. Log into Outlook Web App and select Outlook

2. In the top right corner of the OWA window, press the “Cogwheel”  button that will take you to Settings, and then choose Options:


3. From the Options page, where Account is selected in the left frame and My Account is selected in the middle. Click on the “Forward your email” link on the right:



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:

Warning! Do NOT check this box.

Why? Because mail will continue to build up in your gatormail account and eventually fill up your mailbox.



forwarding

Forward my email to:

 Keep a copy of forwarded messages in Outlook Web App

If you have trouble please contact the Help Desk at 713-221-8031 or email help@uhd.edu and somebody will get back to you.