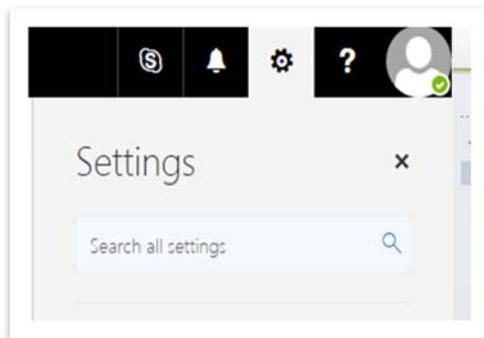
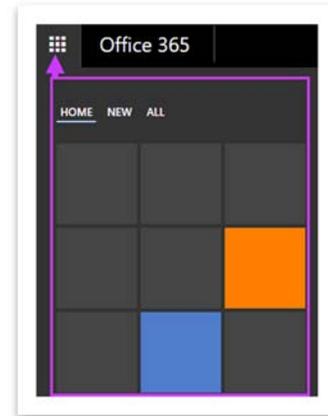


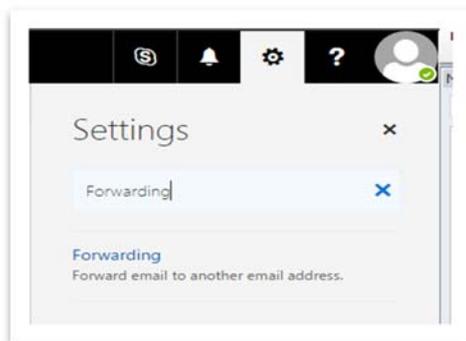
Forward O365 email to another email account

Set email forwarding for your account

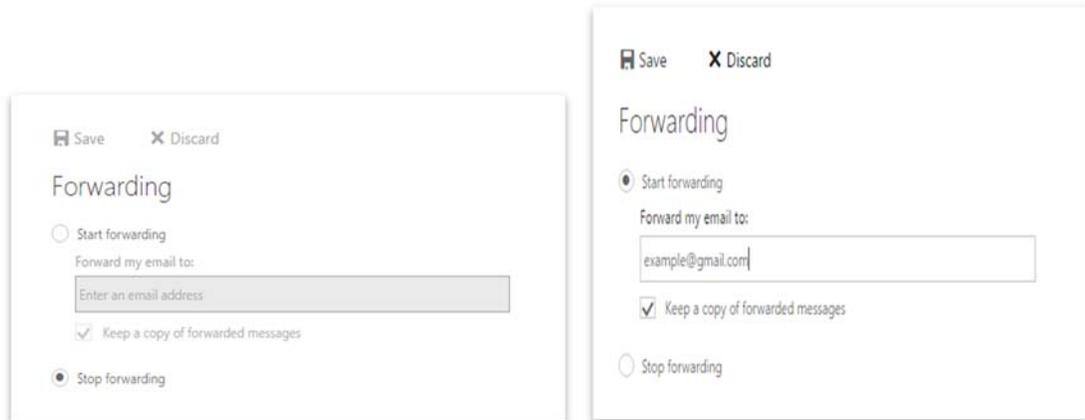
1. Sign into your [Office 365 account](#) using your Douglas College-assigned email.
2. At the top left corner of the page, click the  (app launcher) > **Mail**.
3. Once your mail program opens, click **Settings**  .



4. Type **Forwarding** into the Search box, then click the Forwarding link that displays in the search results.



5. On the Forwarding page, select **Start Forwarding**, then enter your preferred email address. Decide whether you wish to “Keep a copy of forwarded messages” within O365.

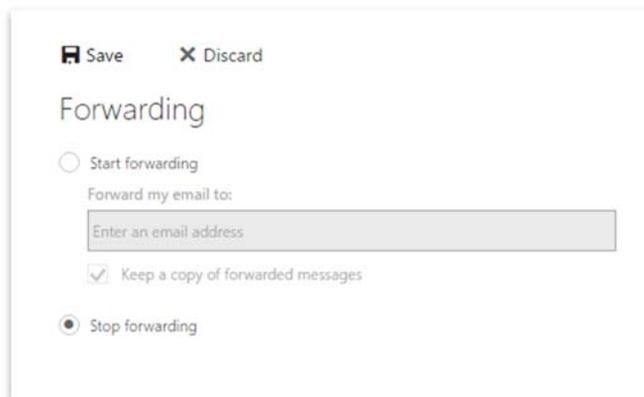


The image shows two screenshots of the O365 Forwarding settings page. The left screenshot shows the 'Start forwarding' option selected, with a text box for 'Forward my email to:' containing the placeholder 'Enter an email address'. The right screenshot shows the 'Start forwarding' option selected, with the text box containing 'example@gmail.com' and the 'Keep a copy of forwarded messages' checkbox checked.

6. Click **Save** to activate your changes.

Stop forwarding your O365 email

1. In your O365 email program, select **Settings** .
2. In the menu that appears on right side, choose **Mail > Account > Forwarding**.
3. Select **Stop forwarding**.
4. Click **Save**.



The image shows a screenshot of the O365 Forwarding settings page. The 'Stop forwarding' option is selected, and the 'Keep a copy of forwarded messages' checkbox is checked.