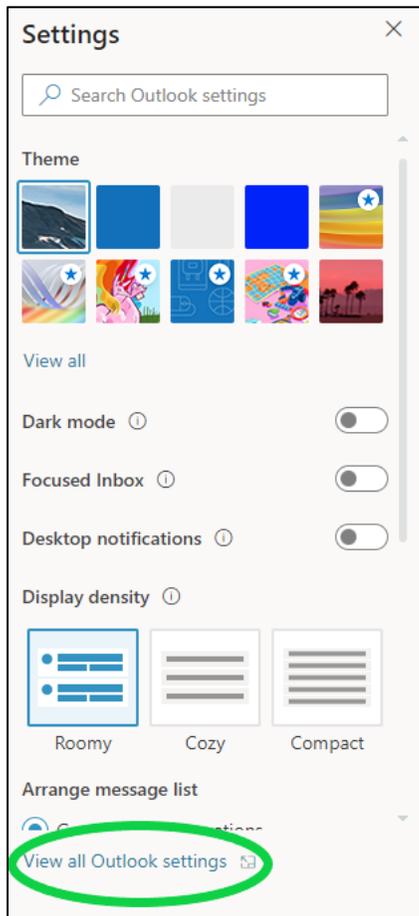


Automatic Forwarding from your SWU email to a Personal Email

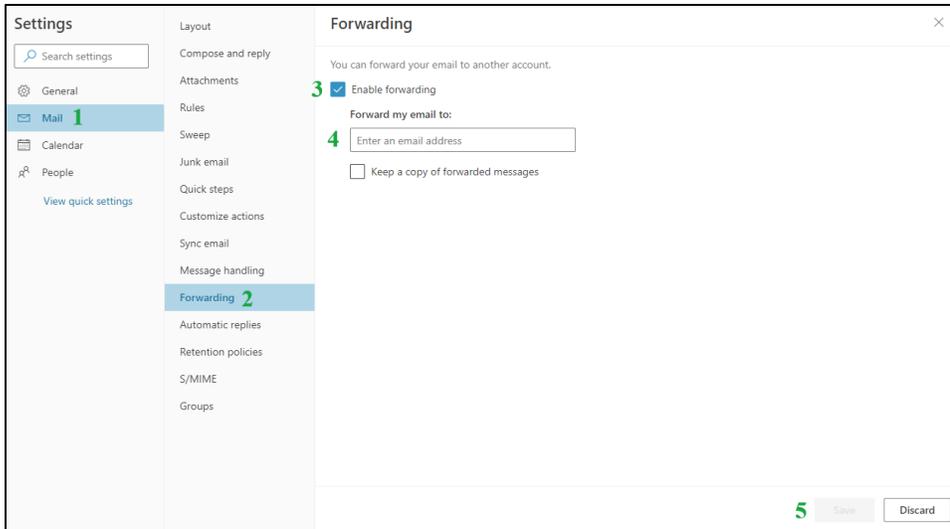
Please use this feature if you would like all correspondences from your SWU email sent to your preferred, pre-existing account.

Forwarding Emails from Office 365 WebMail:

1. Sign-in to your SWU email through Office 365 WebMail.
2. On the top right of the page, click the **Gear** icon, then navigate to the bottom and click **View all Outlook settings**.

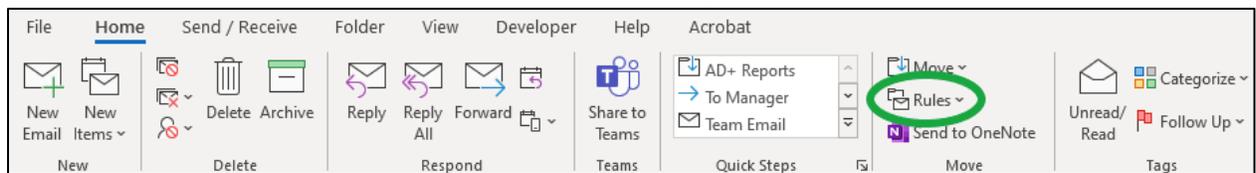


3. In the pop-up box, select **Mail**, then **Forwarding**. Select **Enable Forwarding**, then enter the email address you would like to receive messages to. Click **Save**.
 - a) If you want a copy of the original message to remain in your mailbox, select **Keep a copy of forwarded messages**.



Forwarding Emails from Outlook Desktop Application:

1. Open the **Outlook Desktop Application** 
2. Ensure the Ribbon at the top is expanded, and on the **Home** tab, navigate to the **Move** section and click the **Rules** dropdown. Click **Create Rule**.



3. Click the **Advanced Options** button in the dialog box that opened. Click **Next** to apply the rule to every message you receive. *You will receive a warning asking if you would like to apply to all incoming messages.*
4. A similar dialog box will appear asking **What do you want to do with the message**. Check the **forward it to people or public group** (*6th from the top of the list*).
5. In **Step 2** of the dialog box, select the **people or public group** link. Enter the email address you would like your messages to be forwarded to then click **OK**. Click **Finish**.