

Knowledge Base

Category | Email Reviewed | March 2023

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**.

Settings	Layout	Forwarding	×
 ✓ Search settings ✓ General ✓ Mail 1 ✓ Calendar ∧ People View quick settings 	Compose and reply Attachments Rules Sweep Junk email Quick steps Customize actions Sync email Message handling Forwarding 2 Automatic replies Retention policies S/MIME Groups	You can forward your email to another account. 3 2 Enable forwarding Forward my email to: 4 Enter an email address C Keep a copy of forwarded messages	
		5 Save Dis	card

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**.

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New	Delete	Respond	Teams	Quick Steps	Гэ	Move	Tags

- 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.