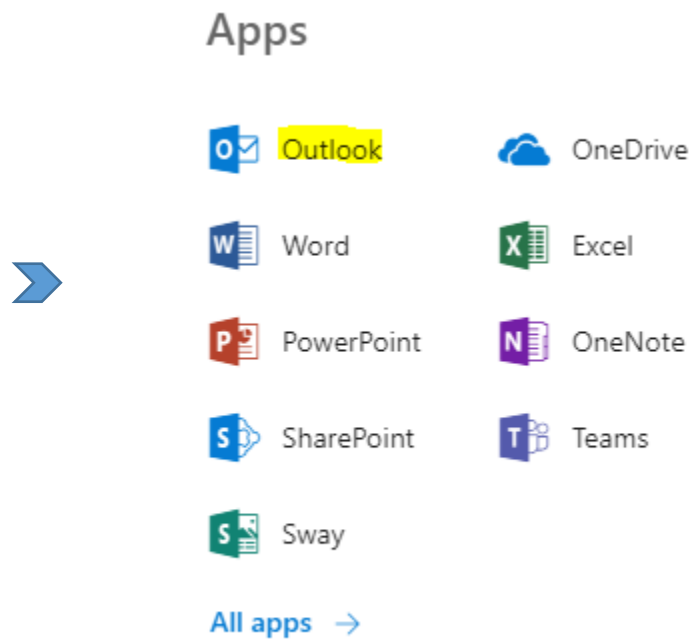


## Office 365 Forward to Personal Email

*If you would prefer all email sent to your preferred, pre-existing account.*

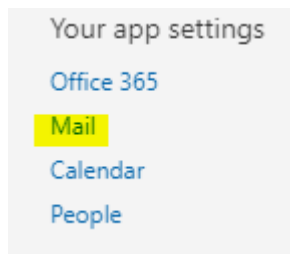
1. Login to the Office 365 web-app –**Outlook Mail**–.



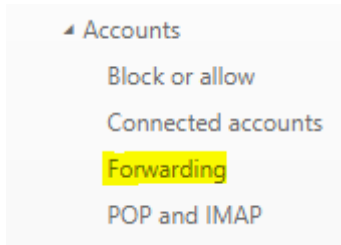
2. Click Settings icon



3. Select –Mail



4. Select **–Forwarding–** under Accounts.



5. Select **–Start forwarding–** and – enter your preferred receiving address.

## Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

6. Select **–Save –** before exiting.

## Forwarding