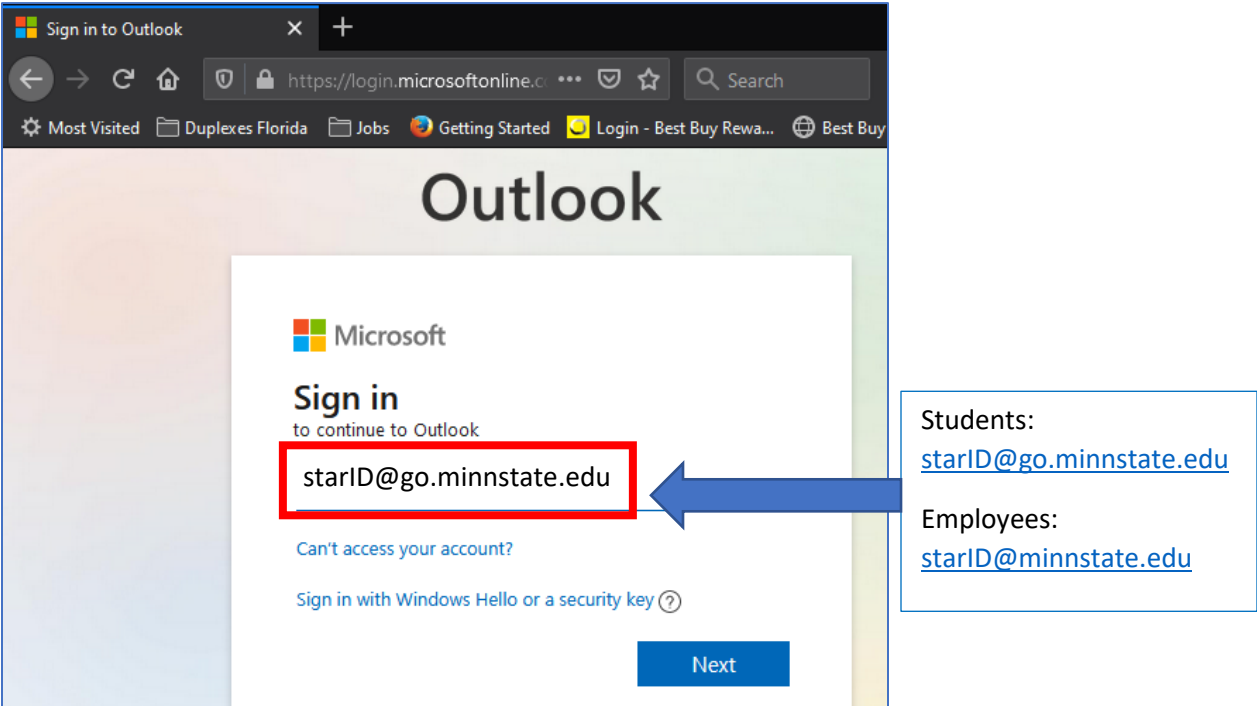
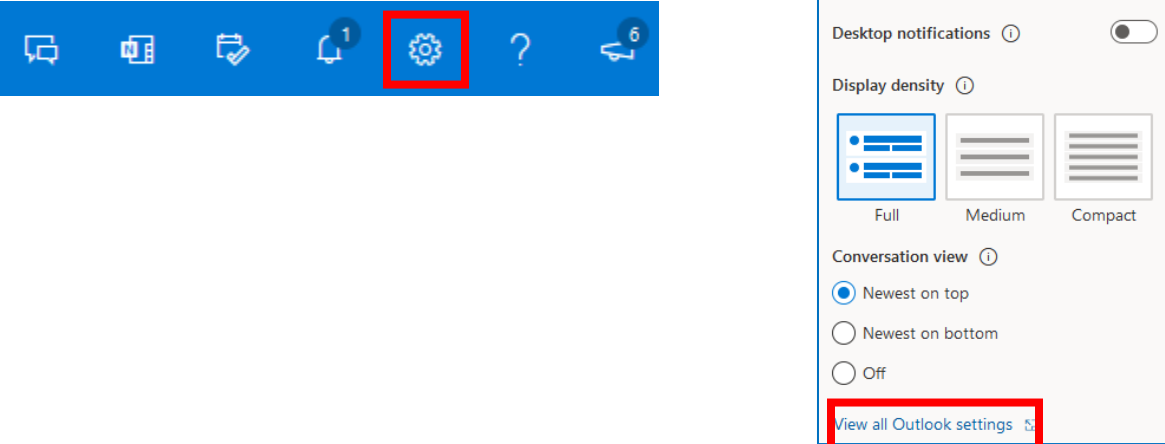


How to forward your college email to a personal email account

1. Sign into your account at <https://outlook.office.com> with StarID and Password



2. At the top left, select the **Settings** icon > then **View all Outlook settings** at the bottom



3. Select **Mail > Forwarding**

- a. Enter your email
- b. Check box if you wish to keep a copy of forwarded messages
- c. Make sure to click **Save** at the bottom right or the change will not take effect

The screenshot displays the Outlook settings interface. On the left, the 'Settings' pane shows 'Mail' selected. The 'Forwarding' option is also selected in the sub-menu. The main content area shows the 'Forwarding' settings. The 'Enable forwarding' checkbox is checked. The 'Forward my email to:' field contains the text 'youremail@email.com'. The 'Keep a copy of forwarded messages' checkbox is unchecked. At the bottom right, the 'Save' button is highlighted with a red box, and a blue arrow points from the 'Forwarding' section towards it.