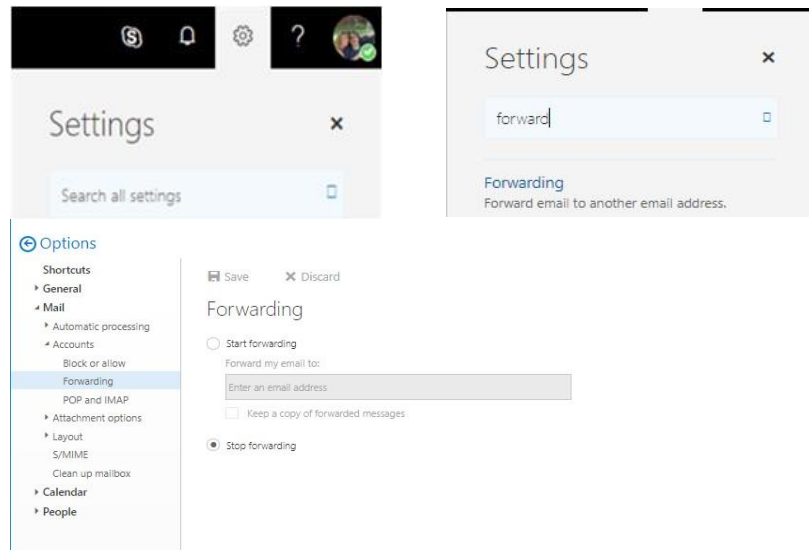


Office 365 Mail Forwarding

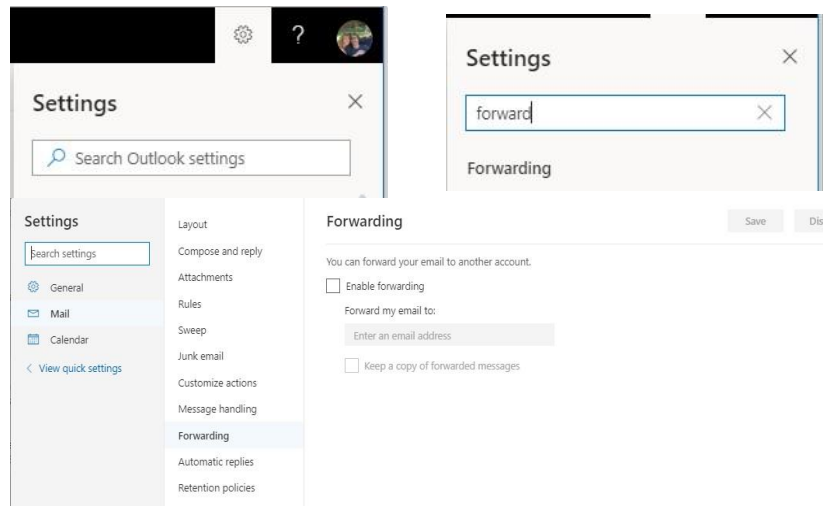
1) Login to the O365 Web Client

2) The O365 web client has 2 different view options:

- Default View:
 - Select the Settings (gear) icon
 - Search on "forward" and select the "Forwarding" option



- New View:
 - Select the Settings (gear) icon
 - Search on "forward" and select the "Forwarding" option



3) Click on "Start forwarding"

- Enter desired email address
- Select "Keep a copy of forwarded messages"
- Click "Save"