

# Office365 How To Forward using OWA Outlook O365

Log into **office.com** using your email and password.

Open **Outlook** on the left:

image1625222628245.PNG

Click the **Cog** symbol in the top right and select **Settings**:

image1625222638803.PNG

On the left click **Forwarding** and set up the forward.

Check keep a copy if you wish to receive a copy and forward the email.

image1625222655497.PNG

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