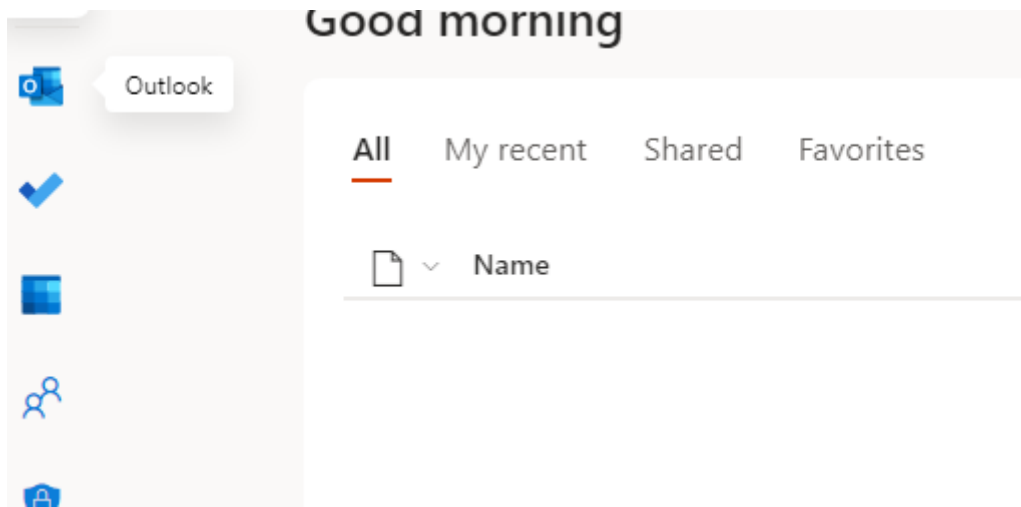


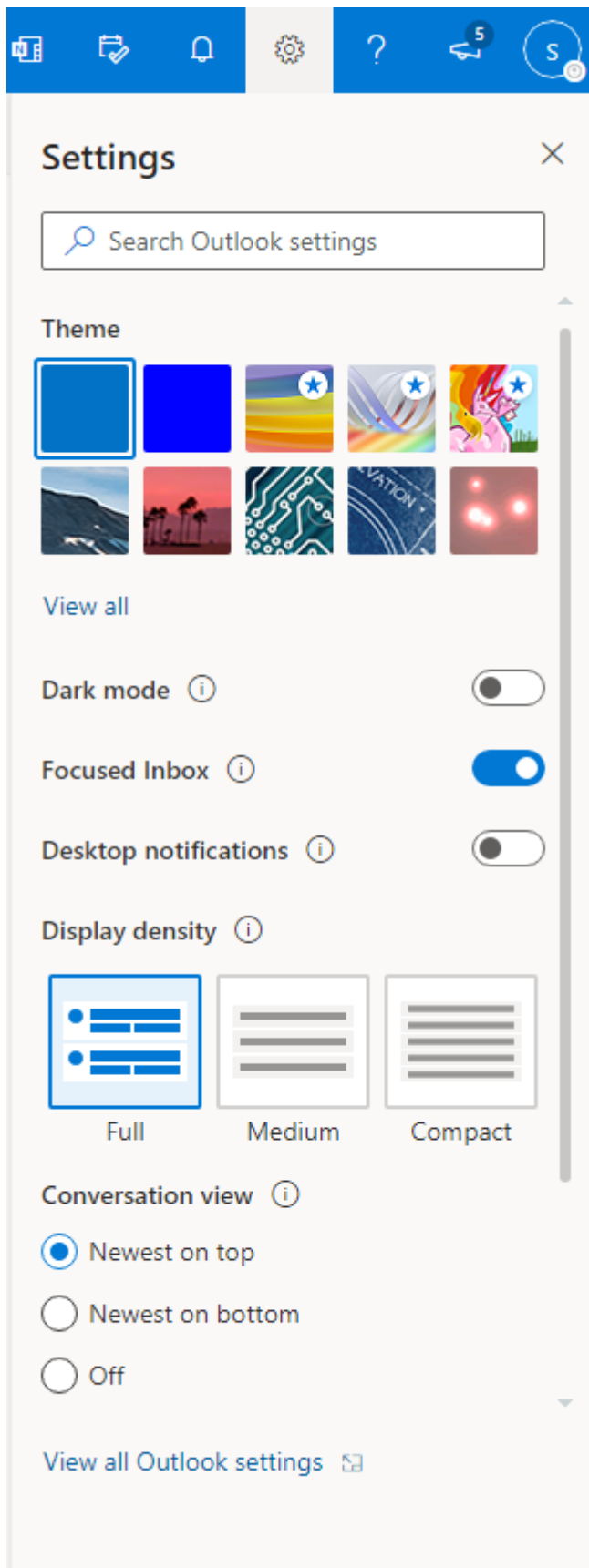
# Office365 How To Forward using OWA Outlook O365

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

Open **Outlook** on the left:



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



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.



- Layout
- Compose and reply
- Attachments
- Rules
- Sweep
- Junk email
- Customise actions
- Sync email
- Message handling
- Forwarding**
- Automatic replies
- Retention policies
- S/MIME
- Groups

## Forwarding

You can forward your email to another account.

☐ Enable forwarding

**Forward my email to:**

Enter an email address

☐ Keep a copy of forwarded messages

Revision #3

Created 6 September 2021 13:28:01 by Jake

Updated 6 September 2021 13:50:04 by Jake