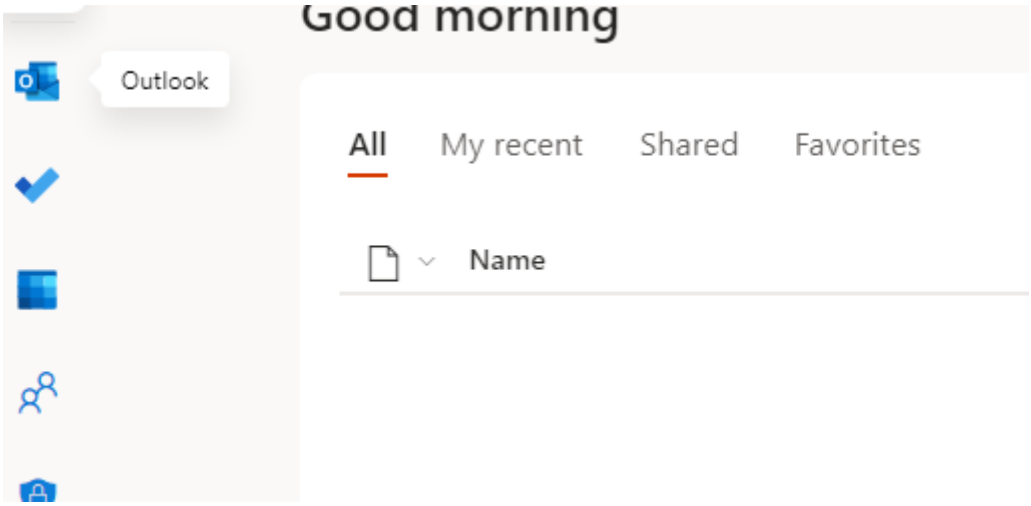
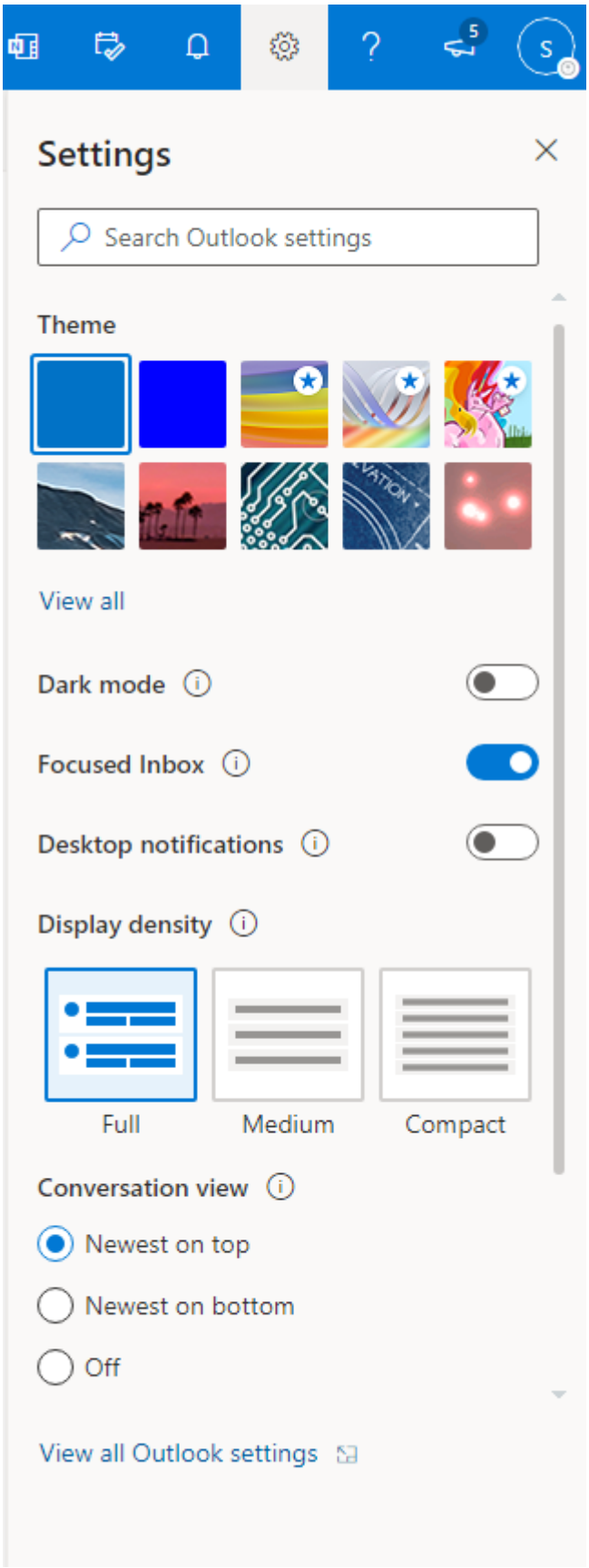
Office365 How To Forward using OWA Outlook O365

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

Open **Outlook** on the left:

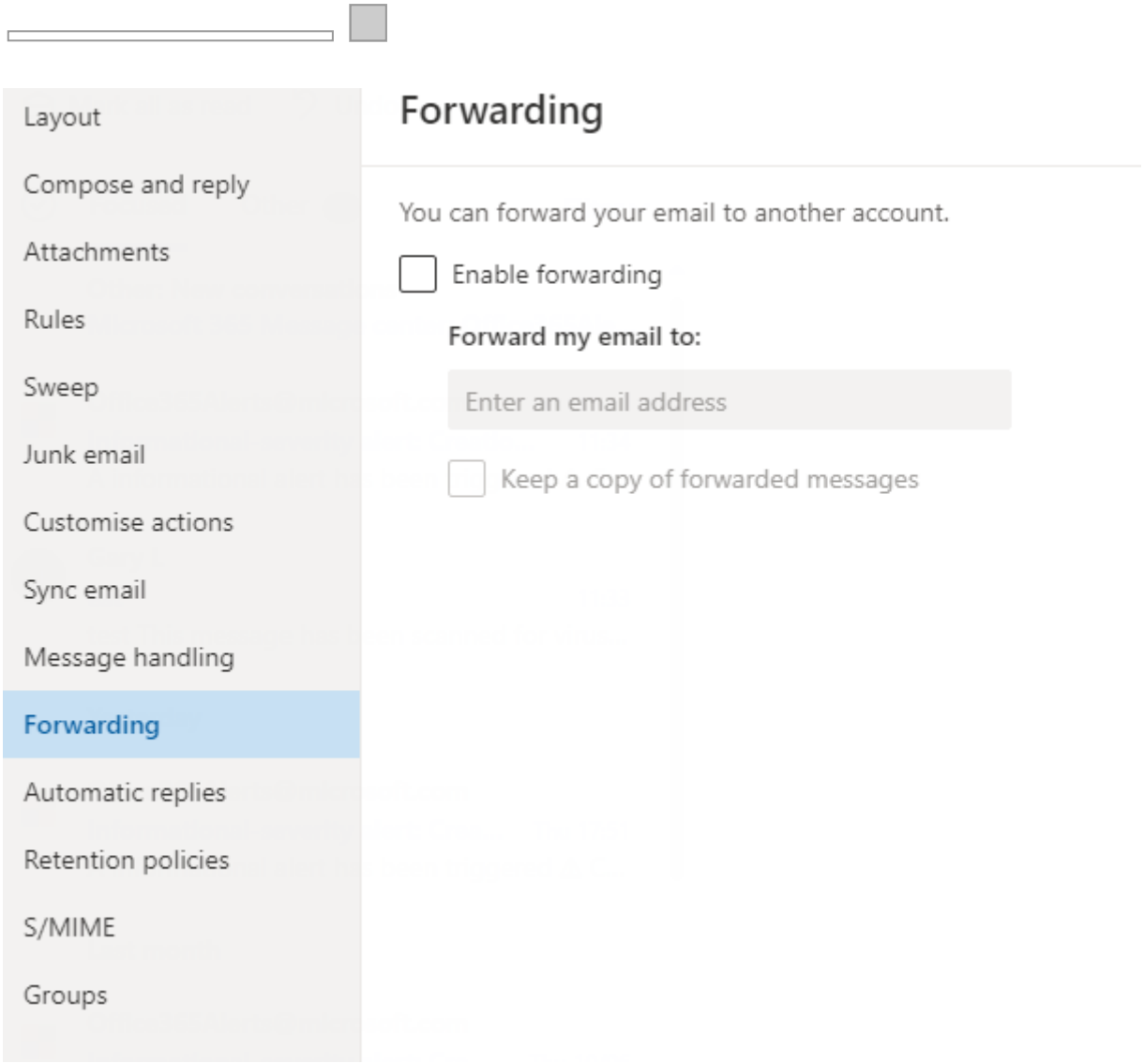


Click the **Cog** symbol in the top right and select **Settings**:



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.



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