

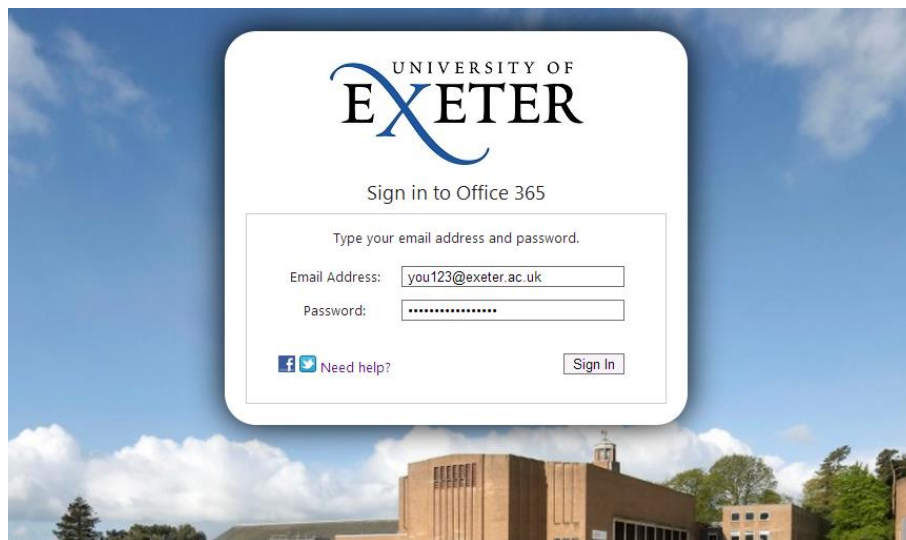



Setting up forwarding to an external email address with Office 365

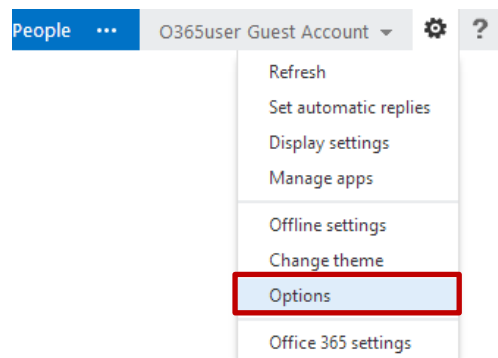
Students with Office 365 email accounts may wish to setup email forwarding to an external email account. For example, emails being sent to you123@exeter.ac.uk can be forwarded to Your.account@hotmail.com.

To do this, you should follow these steps.

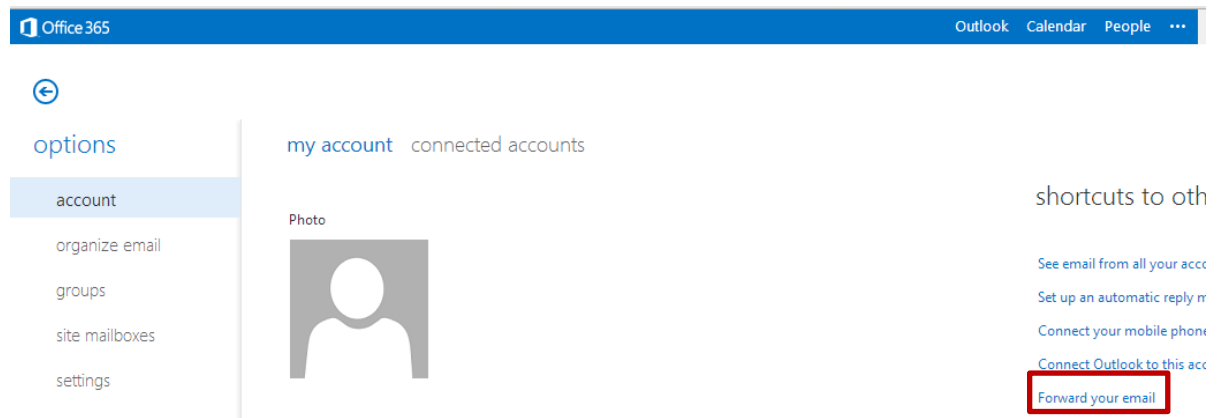
1. Logon to your Office 365 email account - <http://email365.exeter.ac.uk> with your email address and password.



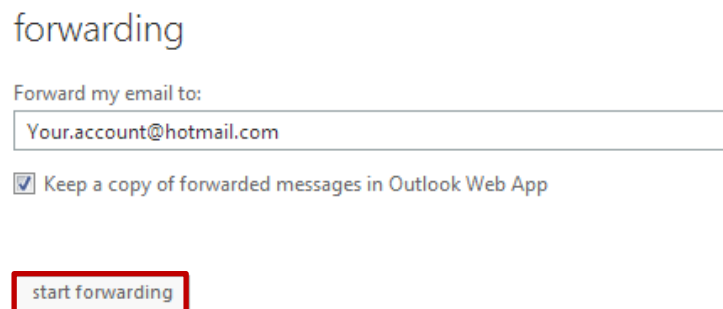
2. In the top right corner of the Office 365 account window, press the “Cogwheel”  button that will take you to Settings, and then choose Options:



3. From the Options page, where Account is selected in the left frame and My Account is selected in the middle. Click on the “Forward your email” link on the right:



4. Under the Forwarding section, type in the external email address that you want to forward your mail to and press the “Start Forwarding” button:



Your Exeter emails will now be forwarded to your personal email account.