

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 <u>you123@exeter.ac.uk</u> can be forwarded to <u>Your.account@hotmail.com</u>.

To do this, you should follow these steps.

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

E	ETER	
Sig	n in to Office 365	
Type your	email address and password.	
Email Address:	you123@exeter.ac.uk	
Password:		
📑 У Need help?	Sign In	

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: People ··· O365user Guest Account - C ? Refresh Set automatic replies Display settings Manage apps Offline settings Change theme

Options

Office 365 settings

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:

Coffice 365		Outlook Calendar People …
€		
options	my account connected accounts	
account	Deate	shortcuts to oth
organize email	FIELD	See email from all your acco
groups		Set up an automatic reply m
site mailboxes		Connect your mobile phone
settings		Connect Outlook to this acc Forward your email

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:

forwarding
Forward my email to:
Your.account@hotmail.com
Keep a copy of forwarded messages in Outlook Web App
start forwarding

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