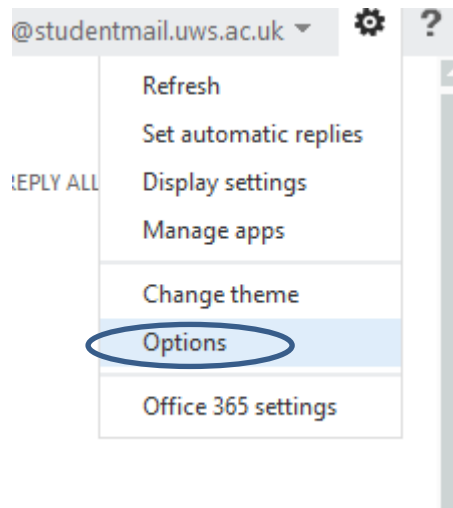**Forwarding to a personal email account from your Student email account**

From your inbox, select *Options* from the drop down menu in the top right corner.

Select *Forward your e-mail* from the list on the right.

Enter the email address you want to forward your student emails to in the **forwarding** section.

my account   connected accounts

If you have multiple email accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

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Account Name	▲	Status	Action
There are no items to show in this view.			

forwarding

Forward my email to:

☑ Keep a copy of forwarded messages in Outlook Web App

start forwarding

To begin forwarding, click **start forwarding**.