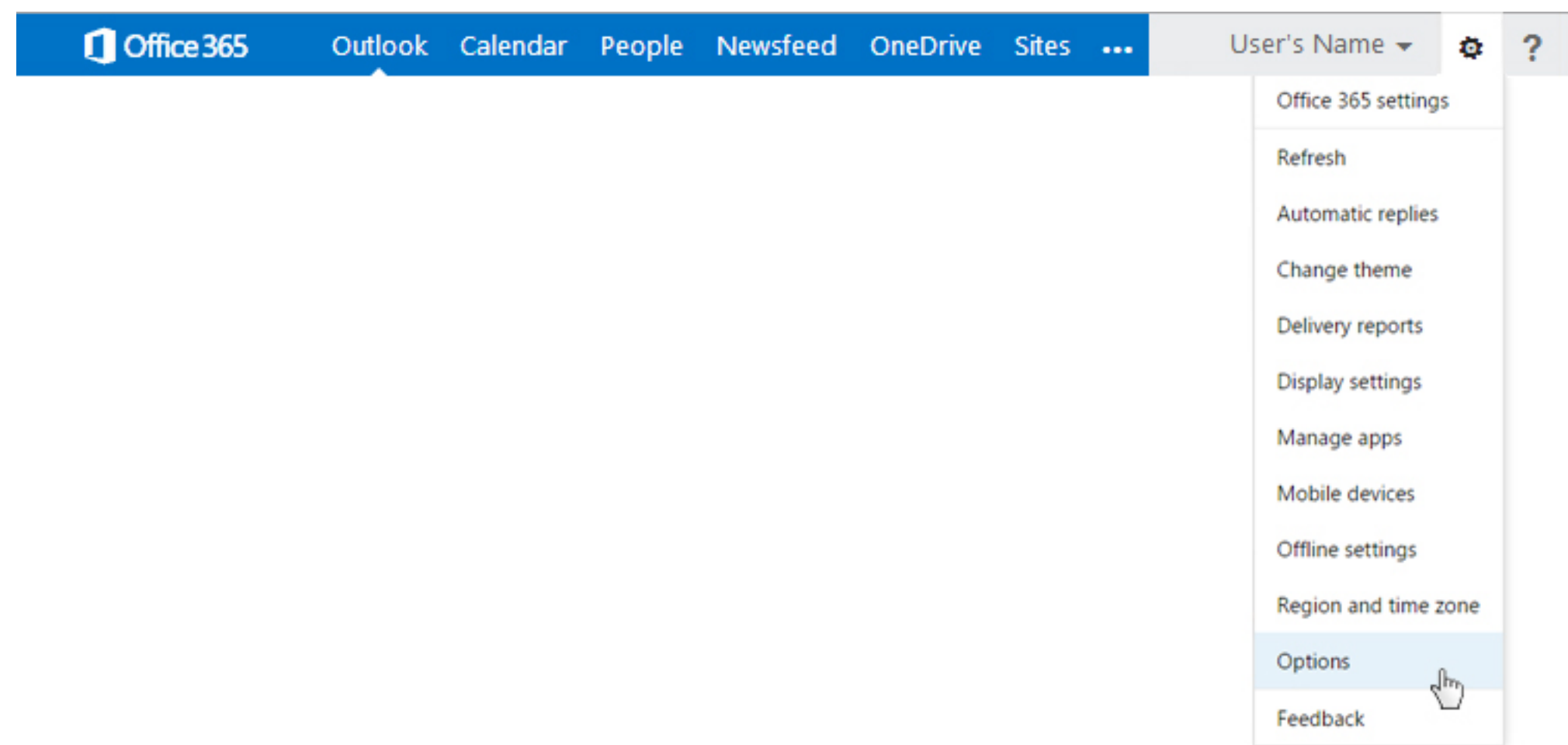


# CHECK TO SEE IF YOUR ACCOUNT IS FORWARDING - OFFICE 365 (OUTLOOK.COM)

1. Sign into outlook.com/aju.edu and click on "**settings**"(gear icon next to your name) on the top right of the page, and select "**Options**".



2. On the left side of the page select "**Forward Your Mail.**"

## ← Options

## MAIL

## Automatic processing

Automatic replies

Clutter

Inbox rules

Junk reporting

Mark as read

Message options

Read receipts

Retention policies

## Accounts

Block or allow

Connected accounts

Forwarding

POP and IMAP

## Layout

Conversations

Email signature

Message format

Message list

SAVE

DISCARD

## Forwarding

 Start forwarding

Forward my email to:

 Keep a copy of forwarded messages in Outlook Web App Stop forwarding

3. In the "Forwarding" area, choose / click **"Start forwarding"** and type in the email address you want the emails to forward to. When you are done press the **Save** button at the top

## Options

### MAIL

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## Forwarding

Start forwarding

Forward my email to:

YourName@gmail.com

Keep a copy of forwarded messages in Outlook Web App

Stop forwarding