



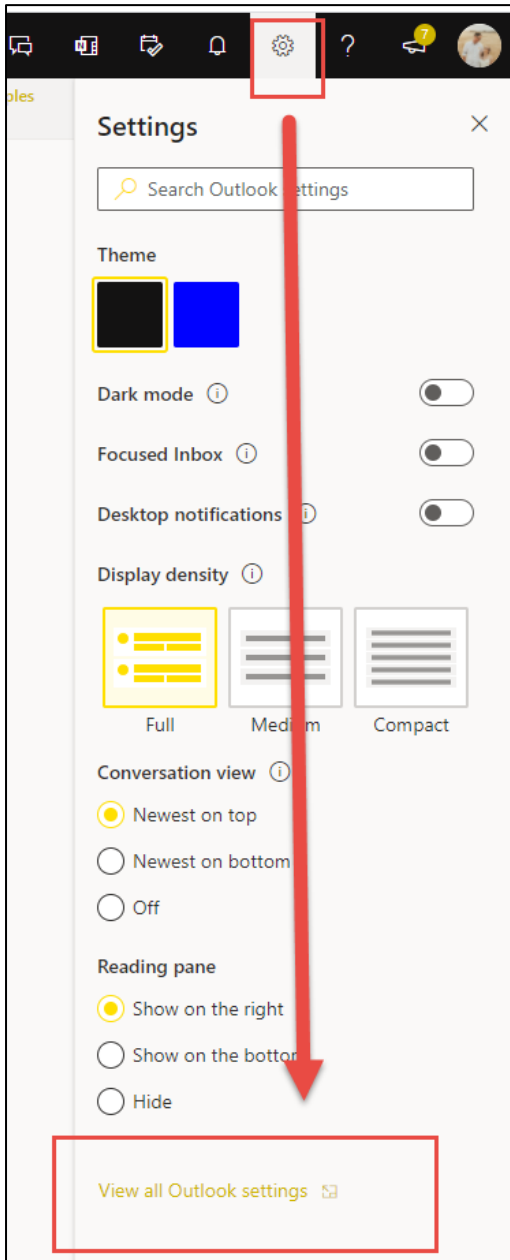
29 December 2021

Forwarding Emails

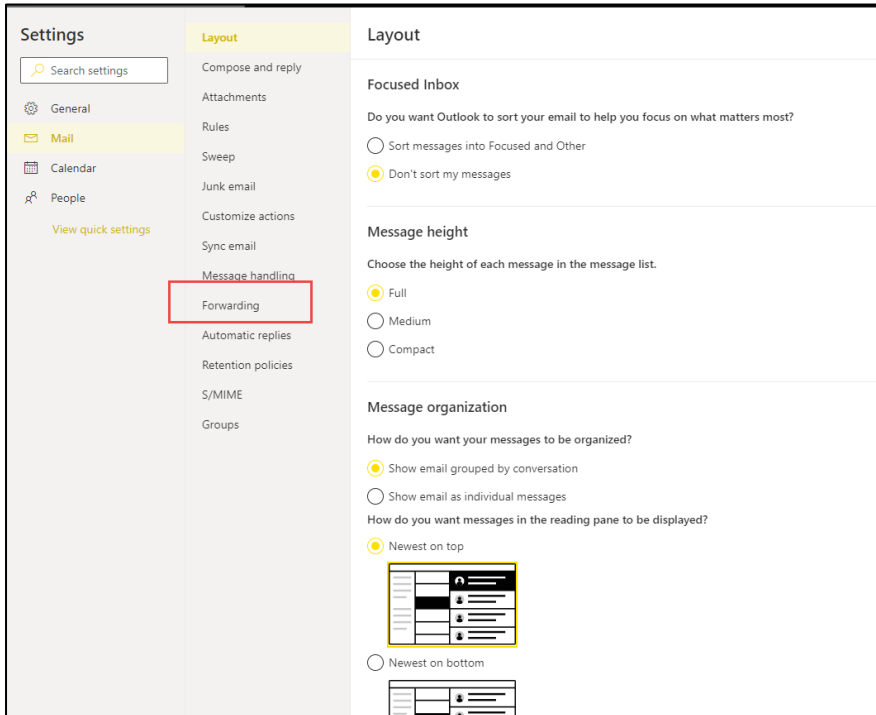
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1. Go to <https://outlook.office.com/>
2. Click on the wagon wheel for settings at the top right



3. Click on **Forwarding**



4. Tick the **enable forwarding** box
5. Type in the email address you want your emails to go to
6. Tick the **keep a copy** if you want a copy of the emails saved in your mailbox also
7. Click **save**

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Retention policies

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Forwarding

You can forward your email to another account.

☒

Enable forwarding

Forward my email to:

support@terra.cat.co.nz

☐ Keep a copy of forwarded messages

Save

Discard