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**Forwarding Emails**

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

Graphical user interface, application

Description automatically generated

1. Click on **Forwarding**

Graphical user interface, application, email

Description automatically generated

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

Graphical user interface, application

Description automatically generated