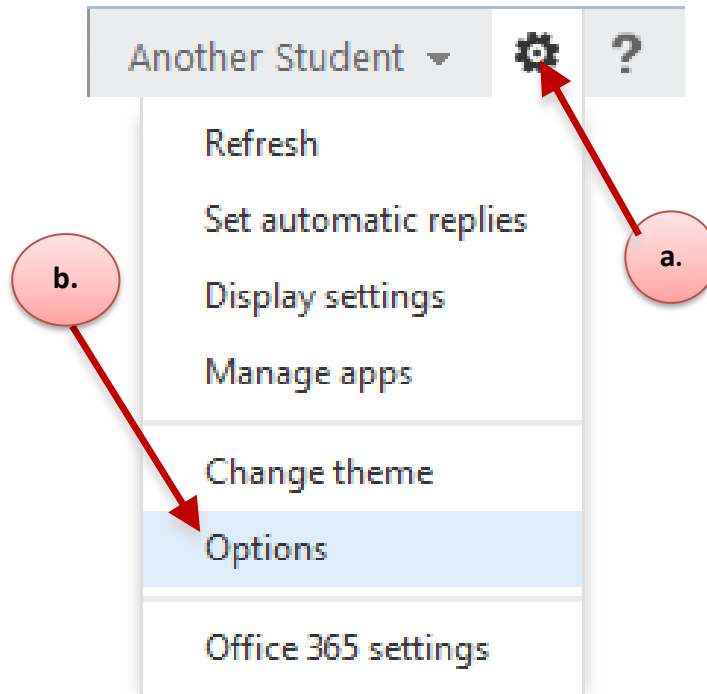


Forwarding E-mail From Your Student E-mail Account

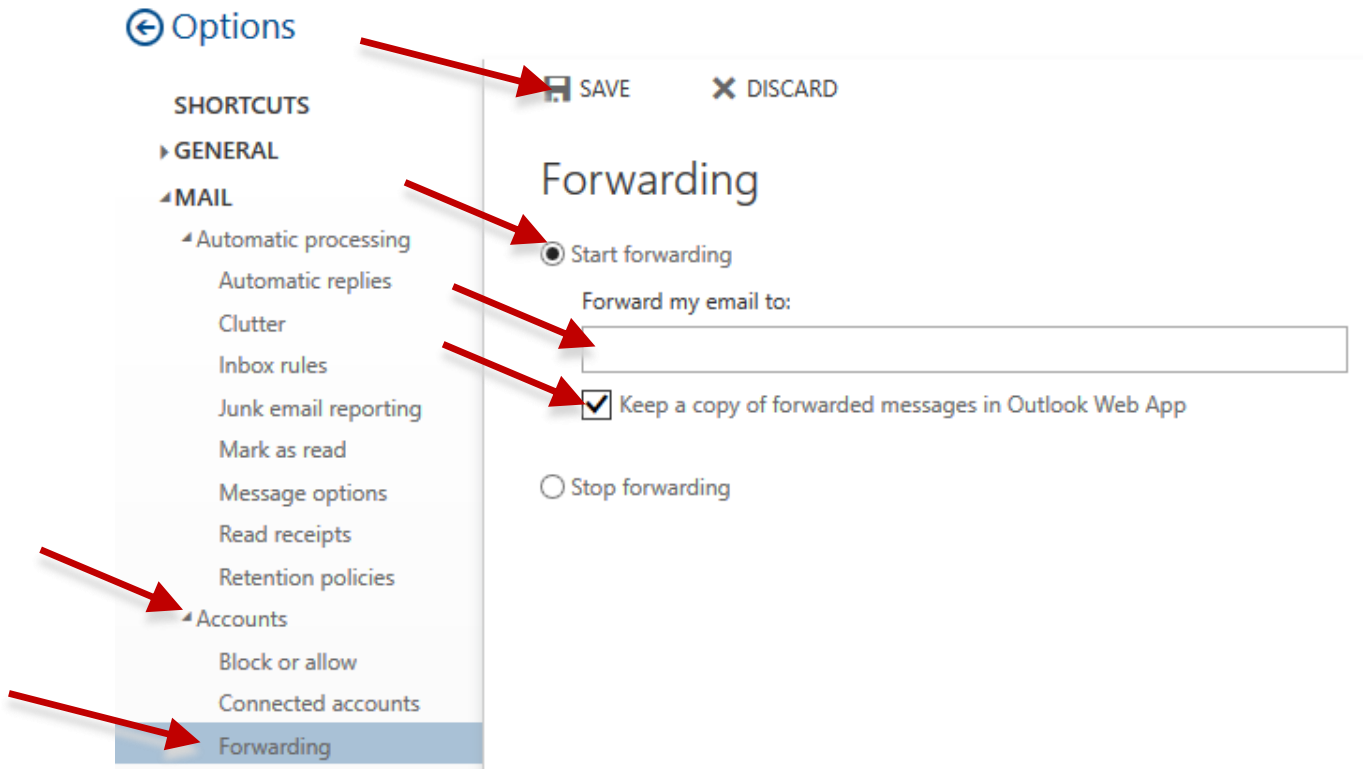
Forwarding E-mail From Your Student E-mail Account to a Secondary E-mail Account will help you in keeping up with documentation from and to your Instructor (s), other Students, Faculty, and Staff of Wallace Community College. To learn about more about **Forwarding E-mail From Your Student E-mail Account**, start with **How to forward your e-mail from your Student E-mail Account to a Secondary E-mail Account without having to do them individually:**



1. **How to Forward your e-mail from your Student E-mail Account to a Secondary E-mail Account without having to do them individually:**
 - a. Click on **Office 365 Settings**.
 - b. Once the **Office 365 Setting** dropdown list appears, Click on **Options**.



Forwarding E-mail From Your Student E-mail Account



- In your **Accounts** options, click on **Forwarding** options.
- Click on the radio button **Start forwarding** located on the right hand side of the screen.
- Click in **Forward my email to:** text box located under **Start forwarding** options.
- Type the e-mail address that you want your e-mail messages to go. For example, if **John Smith** wanted to forward all his e-mail messages to a **Hotmail Account**, he would type in **jsmith@hotmail.com** in the **Forward my email to:** text box.
- It is a good idea to keep a copy of the e-mails you receive just in case they get deleted in your forwarding account, you can do this by checking **Keep a copy of forwarded messages in Outlook Web App**.
- Click on **SAVE**, to start forwarding all your e-mails to your secondary E-mail Account.
- For more information about **Forwarding Options** go to: [Forward email to another email account](#) link.

