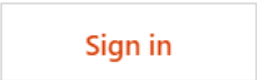
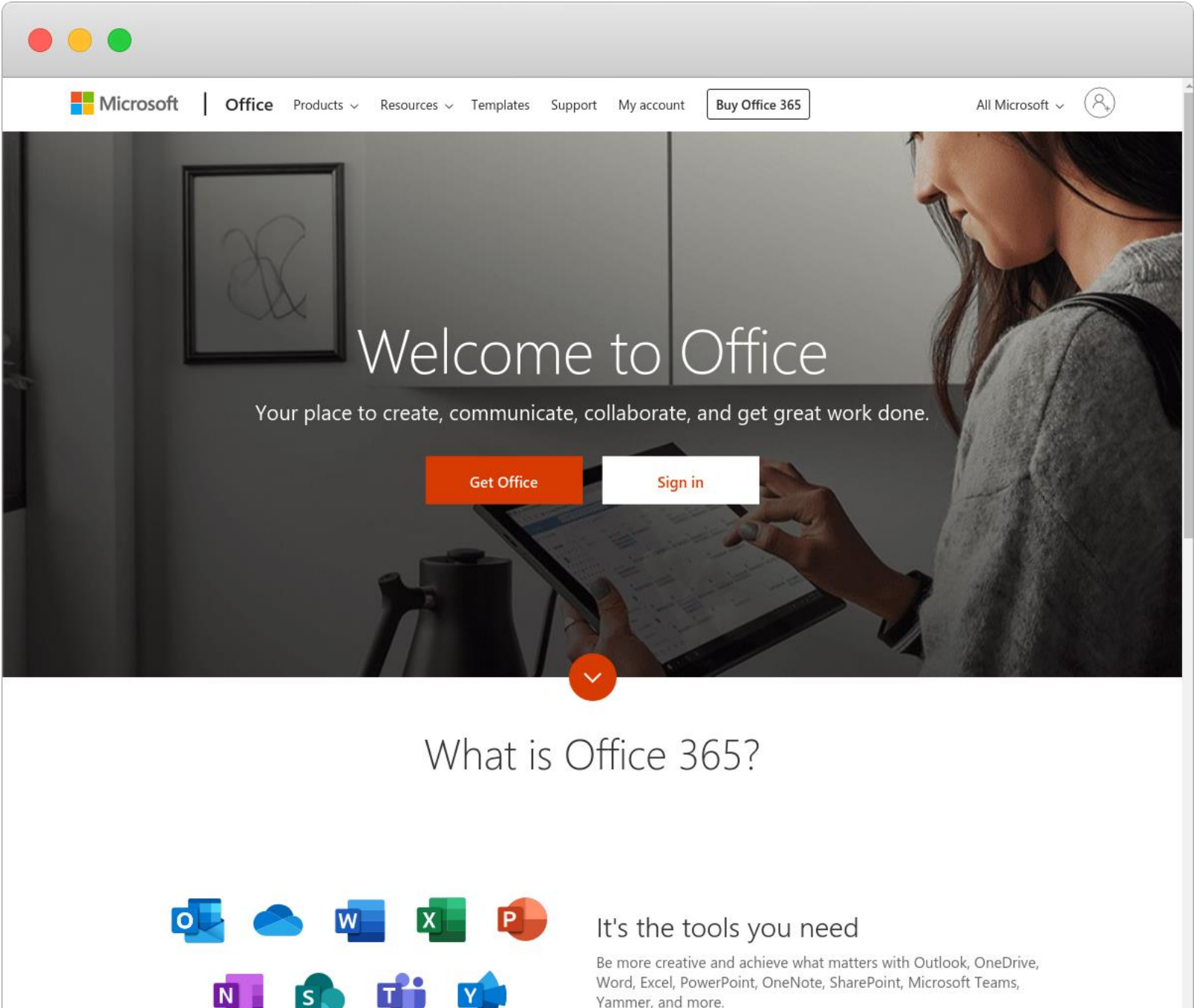


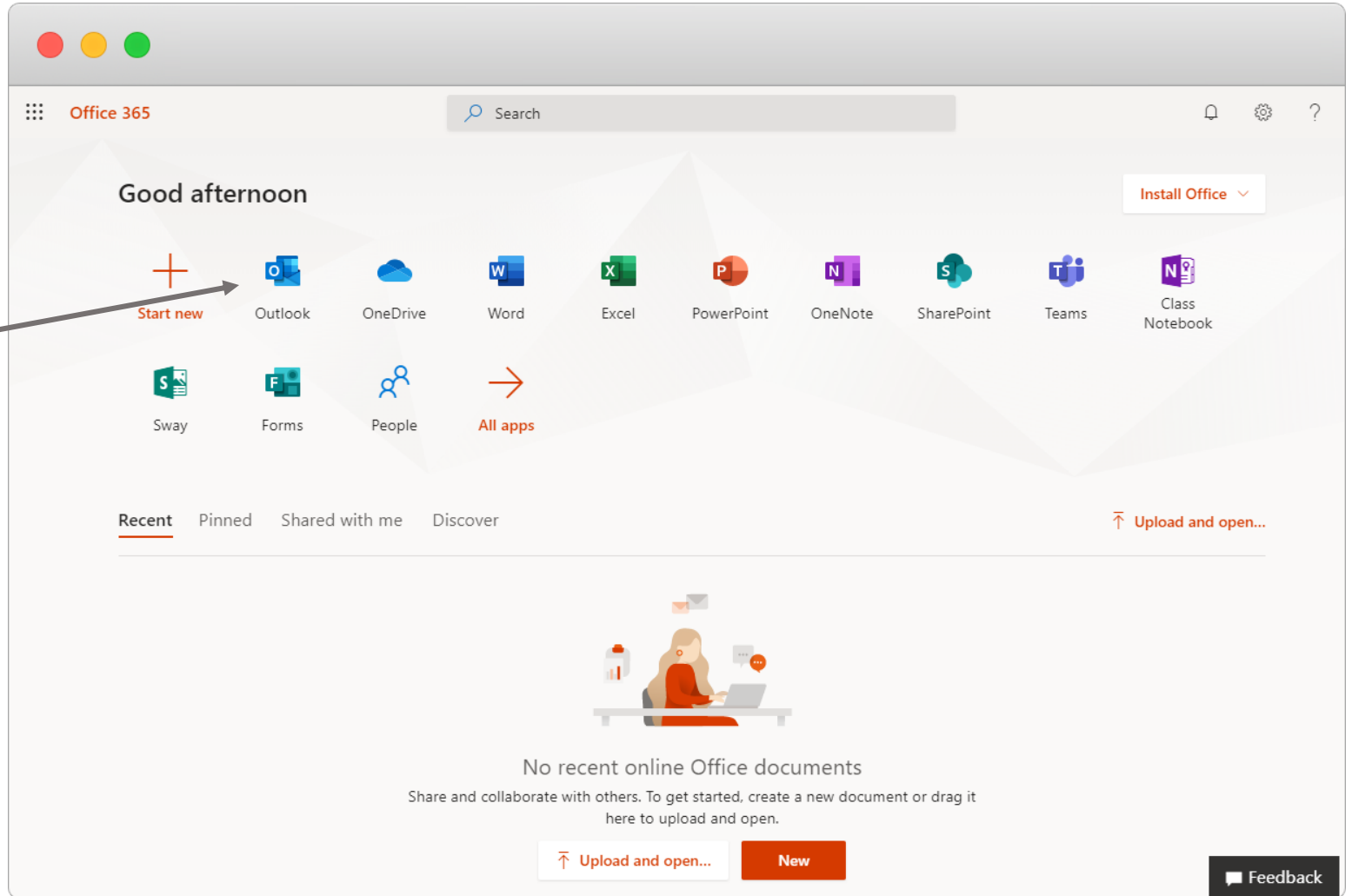
Forwarding your college emails

- 1 Navigate to www.office.com and click 
- 2 Login using your college email address and password



The screenshot shows the Microsoft Office website homepage. At the top, there is a navigation bar with the Microsoft logo, "Office" with a vertical line separator, and links for "Products", "Resources", "Templates", "Support", and "My account". A "Buy Office 365" button is on the right, along with "All Microsoft" and a user profile icon. The main banner features a woman using a tablet, with the text "Welcome to Office" and the tagline "Your place to create, communicate, collaborate, and get great work done." Below this are two buttons: "Get Office" (orange) and "Sign in" (white with orange text). A red circular arrow icon is positioned below the "Sign in" button. The section below the banner is titled "What is Office 365?" and includes a row of application icons (Outlook, OneDrive, Word, Excel, PowerPoint) and another row (OneNote, SharePoint, Teams, Yammer). To the right of the icons is the text "It's the tools you need" followed by a paragraph: "Be more creative and achieve what matters with Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Microsoft Teams, Yammer, and more."

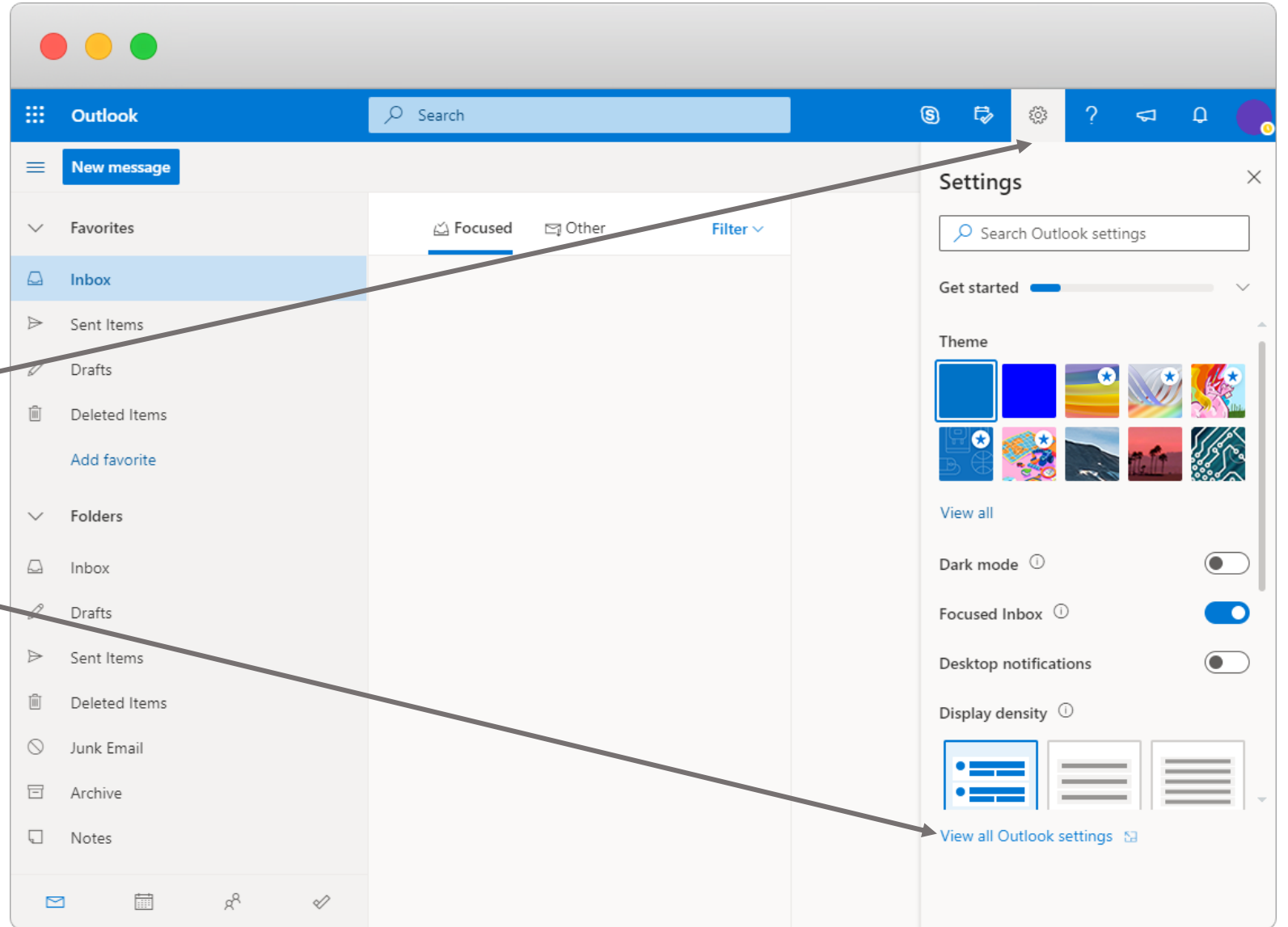
3 Click on the Outlook icon





4 Select the settings cog at the top right of your screen

5 Click [View all Outlook settings](#)



6 Select

Forwarding

7 Tick the box to 'Enable forwarding' and then type in the email address that you wish to forward emails to

8 Press Save

