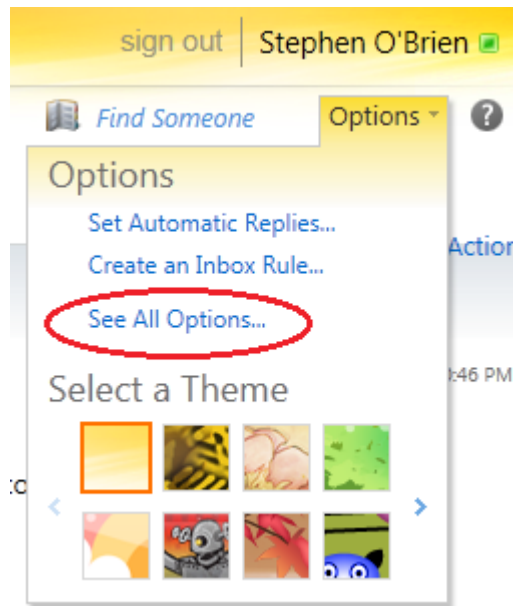
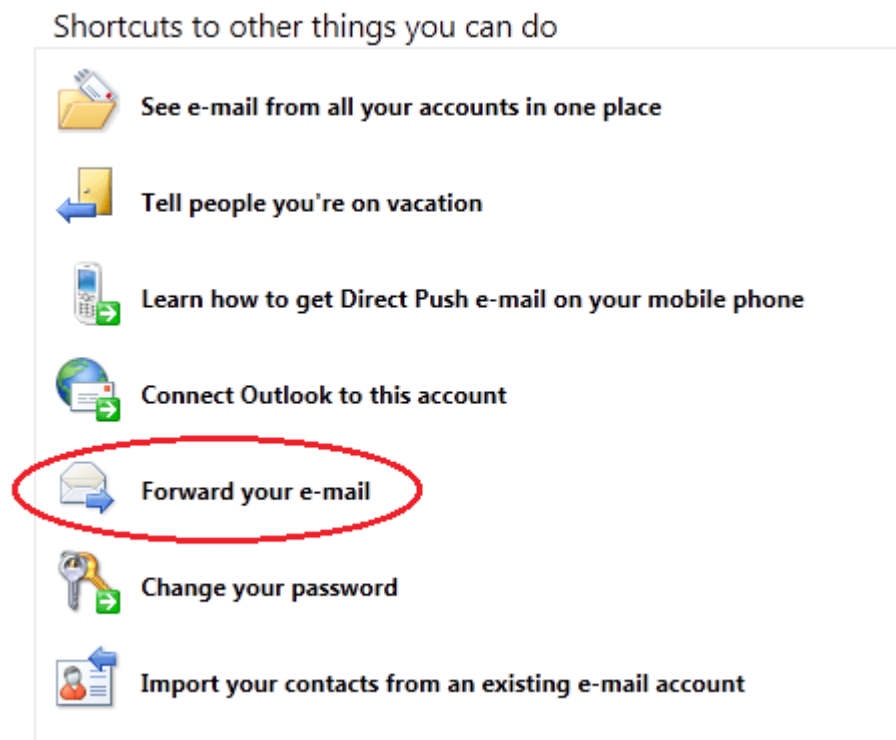


Setting Up Email Forwarding in Webmail

Step 1: In the upper right corner of the webmail screen, click on “Options” and select “See All Options...”.



Step 2: From the menu on the right, select “Forward your e-mail”.



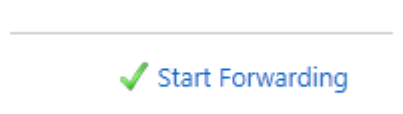
Step 3: At the bottom of the screen fill in your e-mail address.

Forwarding

Forward my e-mail to:

Keep a copy of forwarded messages in Outlook Web App

Step 4: Click the “Start Forwarding” button.



Step 5: In the upper left, click “Mail” to return to your e-mail screen.

