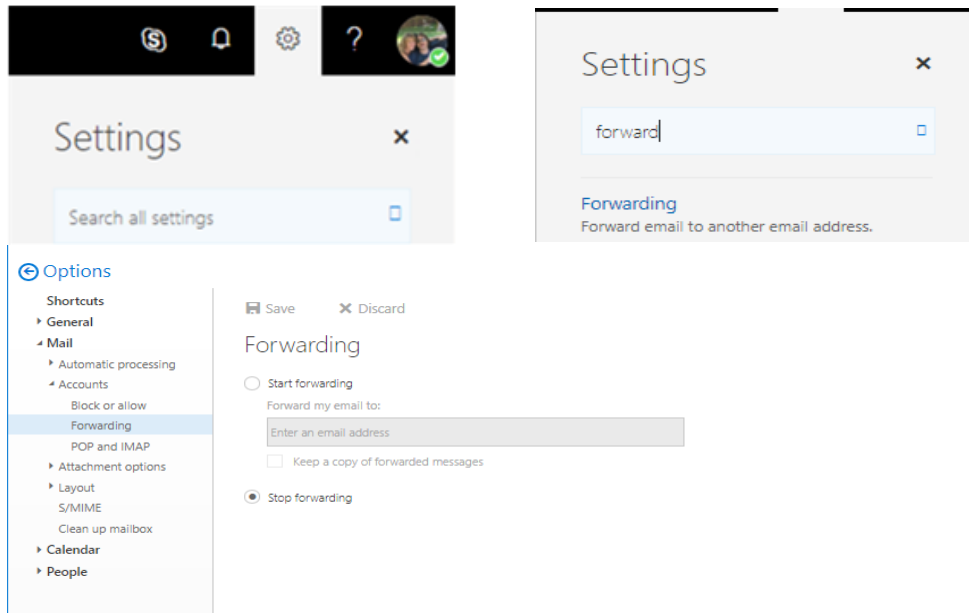
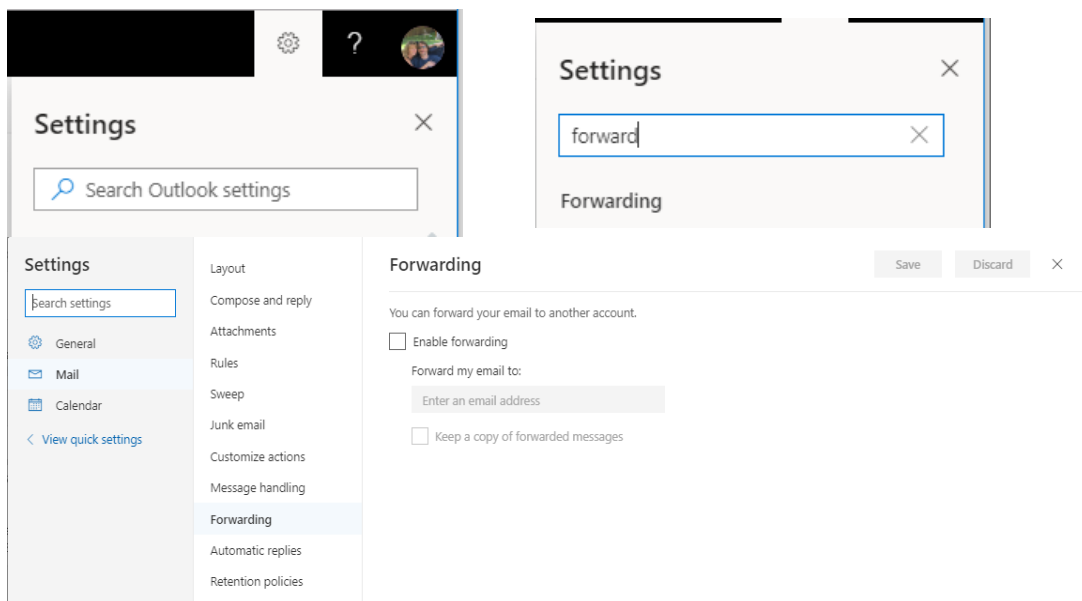


O365 Mail Forwarding

- 1) Login to the O365 Web Client
- 2) The O365 web client has 2 different view options:
 - Default View:
 - Select the Settings (gear) icon
 - Search on "forward" and select the "Forwarding" option



- New View:
 - Select the Settings (gear) icon
 - Search on "forward" and select the "Forwarding" option



- 3) Click on "Start forwarding"
 - Enter desired email address
 - Select "Keep a copy of forwarded messages"
 - Click "Save"