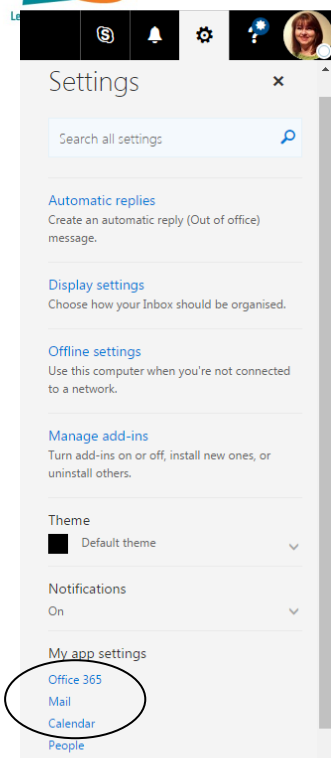



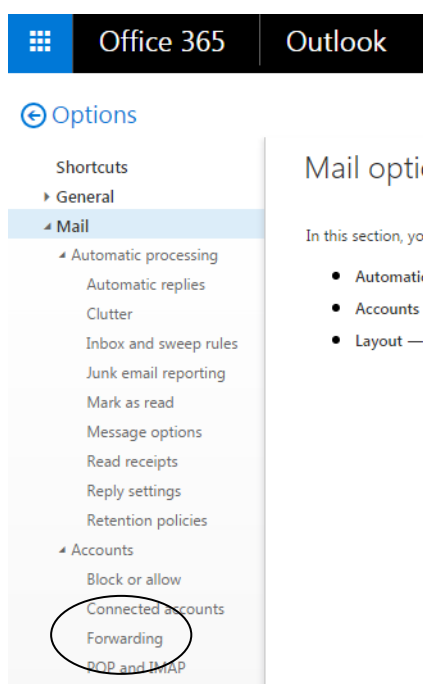


No 18 How to... forward all your student emails to your personal email account

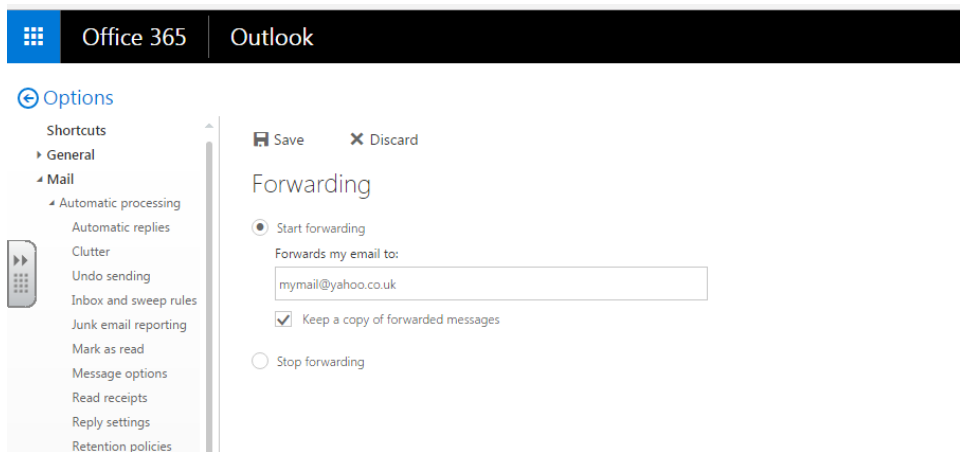


1. Open your student Office365 email and login.

2. Click the **SETTINGS** symbol  and select **MAIL** from the bottom of the drop down menu.



3. Click on **Forwarding** in the left hand menu.



4. Click the **Start Forwarding** radio button and enter the email address you want to send messages to. Tick the **Keep a copy** box. Now click **Save**.