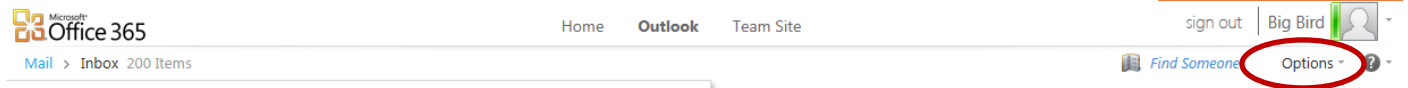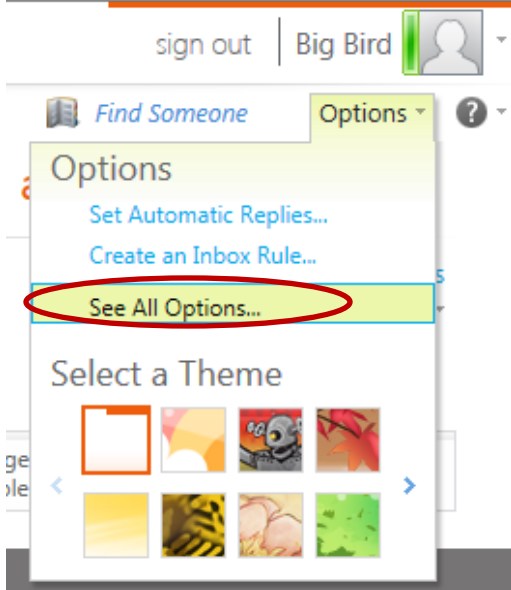# Office 365: Forward Mail to an External Account

1. Once you have logged in to your e-mail account click on the "**Options**" link in the upper right corner of the screen to access your account settings.

2. Choose "**All Options**" from the dropdown menu.

3. On the "**My Account**" screen click the "**Forward your e-mail**" button on the right side. This will be in the "Shortcuts to other things you can…" panel.
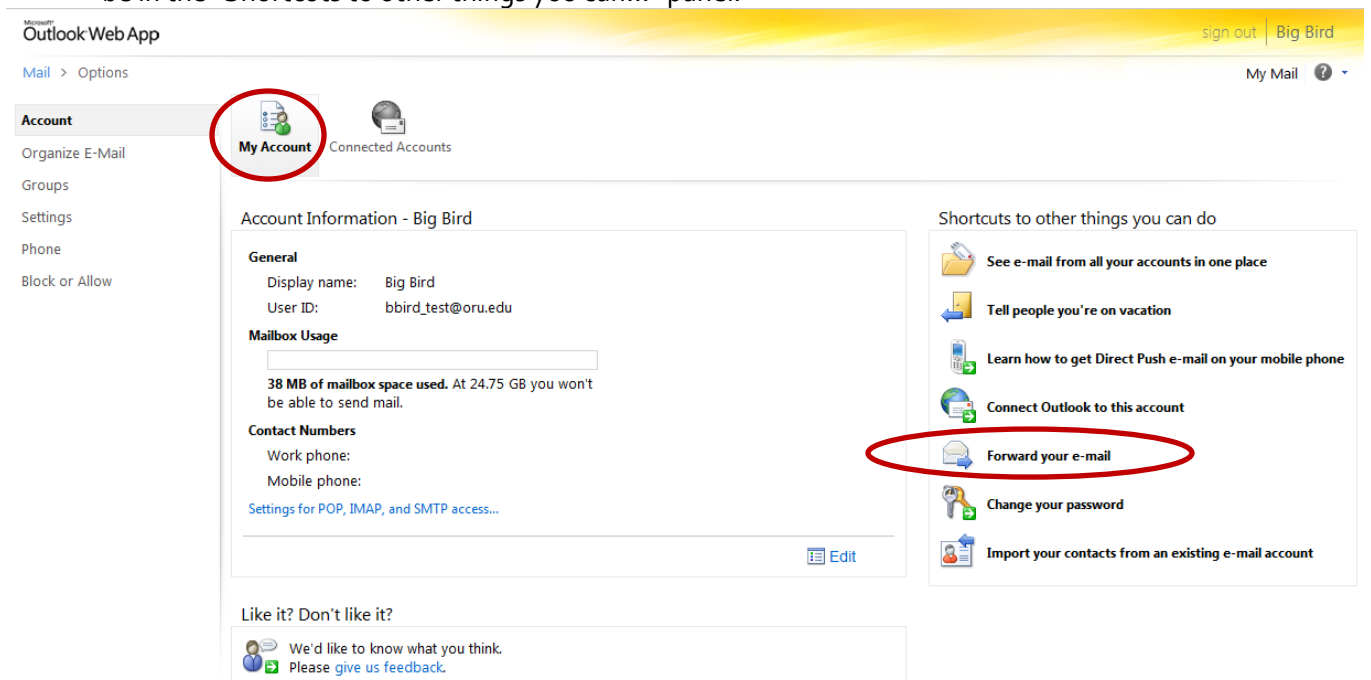
Office 365: Forward Mail to an External Account

4. On the "**Connected Accounts**" screen type in the e-mail address you would like to forward your mail to in the "**Forward my e-mail to:**" section, and click the "**Start Forwarding**" button.

NOTE: *The option to "Keep a copy of forwarded messages in Outlook Web App" should be checked if you want a copy to remain in the oru.edu account or unchecked if you do not want a copy to remain in the oru.edu account.*