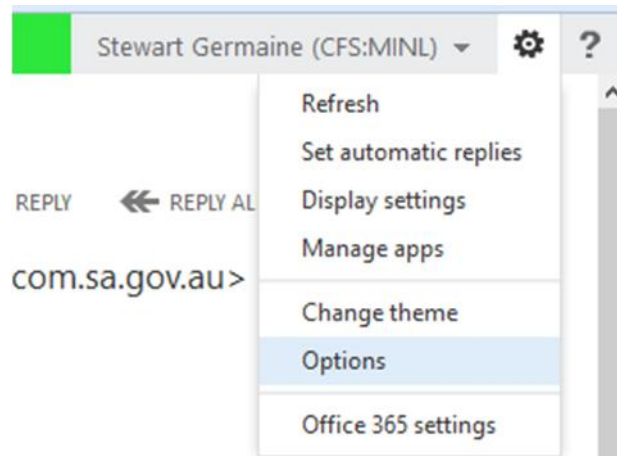


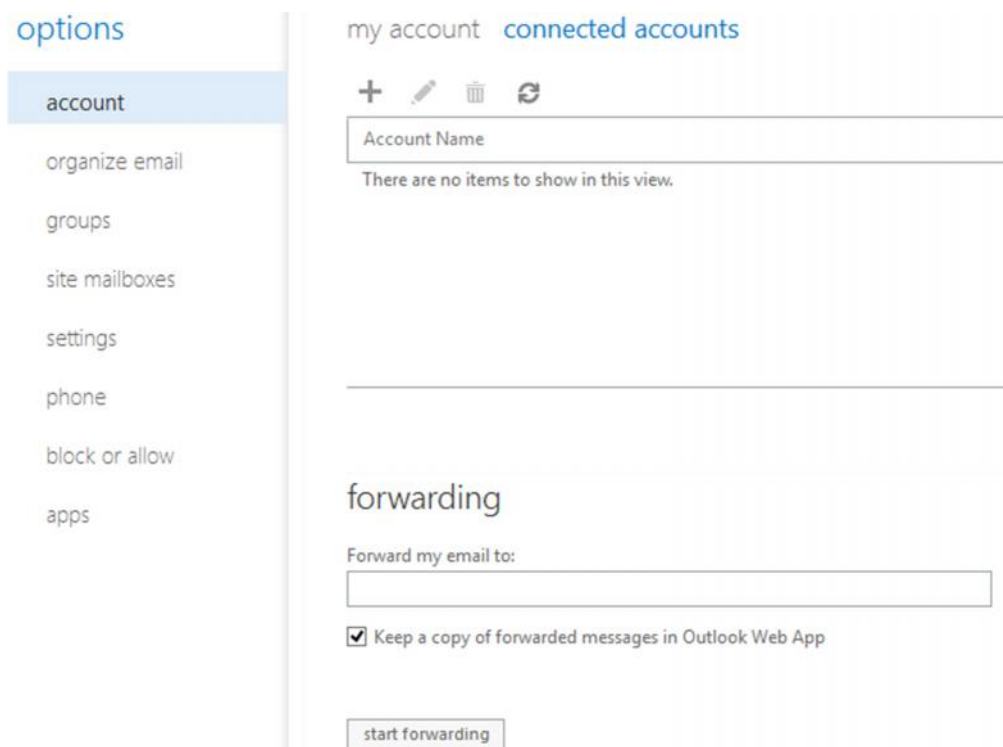
Forward email to another email account

Set email forwarding for your account

1. In Outlook Web App, click **Settings** ⚙️ > **Options** > **Account** > **Connected accounts**.



2. In the **Forwarding** section, in **Forward my email to**, type the email address you want to forward your Outlook Web App email to.



Note By default, Outlook Web App keeps a copy of forwarded messages in your Outlook Web App mailbox after you set up forwarding. If you don't want to keep a copy of messages in your Outlook Web App mailbox, clear the **Keep a copy of forwarded messages in Outlook Web App** check box.

3. Click **Start Forwarding**.

Stop email forwarding

1. In Outlook Web App, click **Settings** ⚙️ > **Options** > **Account** > **Connected accounts**.
2. In the **Forwarding** section, click **Stop Forwarding** ✖️.