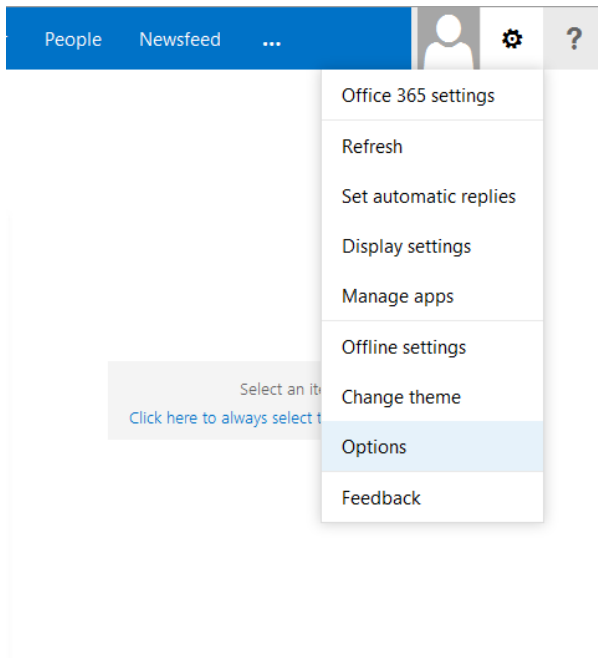


Forwarding student email to a personal email account

- Log in to your student email
- Click on the Options button, then select Options



- Click on “Forward your email”

shortcuts to other things you...

[See email from all your accounts in one place](#)

[Set up an automatic reply message](#)

[Connect your mobile phone or device to your account](#)

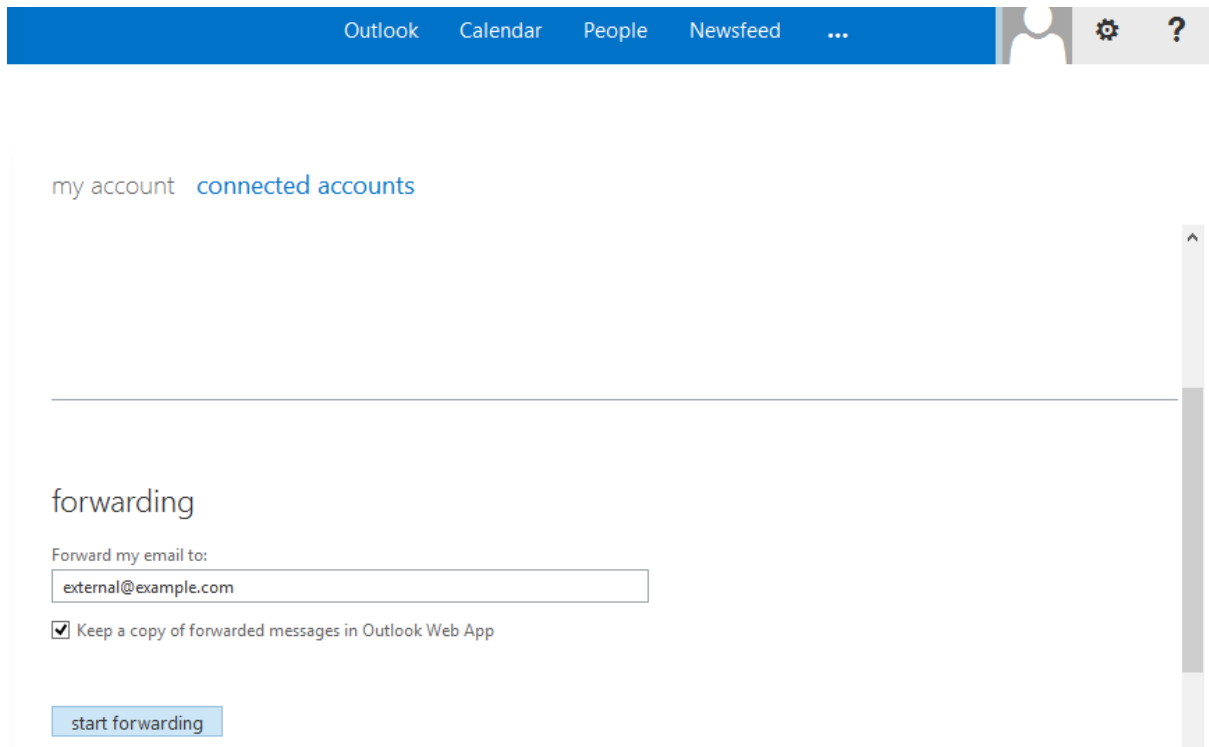
[Connect Outlook to this account](#)

[Forward your email](#)

[Change your password](#)

[Import your contacts from an existing email account](#)

- Scroll down to the forwarding section
- In “Forward my email to:” enter your personal email address
- Click the start forwarding button



- If you need to stop this in the future follow these instructions but select the stop forwarding button.