Setting a forwarding rule on your Student Email Account

This guide covers how to work with forwarding rules on your Office 365 student email account.

TO CREATE A FORWARDING RULE

- Log into Outlook Web Access: http://www.outlook.com/gulls.salisbury.edu
- Click the **Settings** icon in the upper left hand corner to access the drop down menu, and choose **Options**
- From the **Shortcuts to other things you can do** list, choose **Forward your email**
- In the **Forwarding** section, enter the email you want to send your mail to in the **Forward my email to:** box.
    - If you want to keep a copy of your forwarded messages in your SU mailbox, make sure **Keep a copy of forwarded messages in Outlook Web App** is checked.
- Click **Start Forwarding.**

TO TURN OFF A FORWARDING RULE

- Log into Outlook Web Access: http://www.outlook.com/gulls.salisbury.edu
- Click the **Settings** icon in the upper left hand corner to access the drop down menu, and choose **Options**
- From the **Shortcuts to other things you can do** list, choose **Forward your email**
- In the Forwarding section, click **Stop Forwarding**.