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.