

Email Forwarding Office 365 Guide (Staff Email Account)



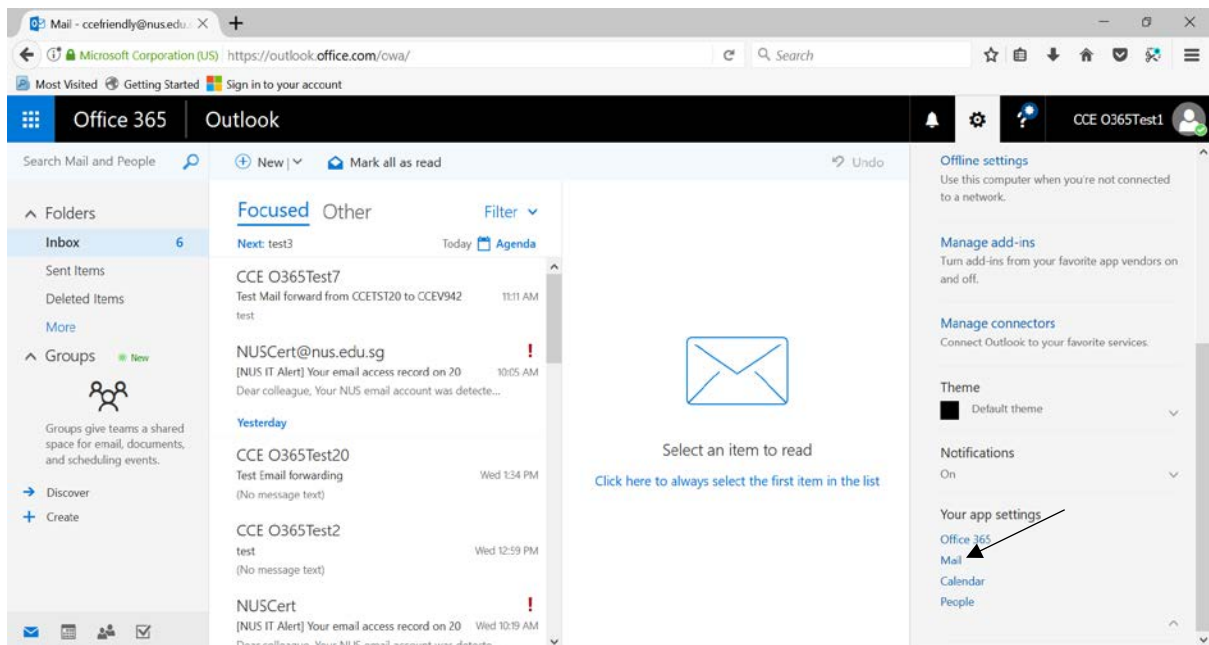
A. Introduction

This document shows the step by step instructions on setup email forwarding in Office 365.

B. to set email forwarding in Outlook 365

1. Sign in to Outlook Web App.

2. Click the gear icon (⚙️) to open the Settings menu, and then click **Mail**



3. Click on **Forwarding** and click **Save**

