Office 365 – How to Forward Your Student Email
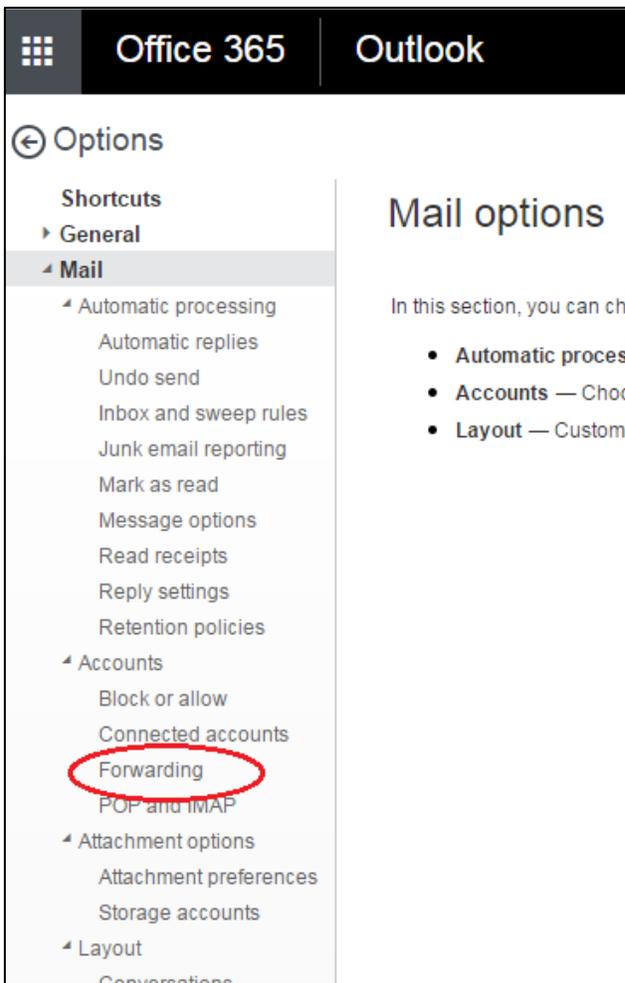
1. Log into your Office 365 account from http://cits.uwex.uwc.edu/email.
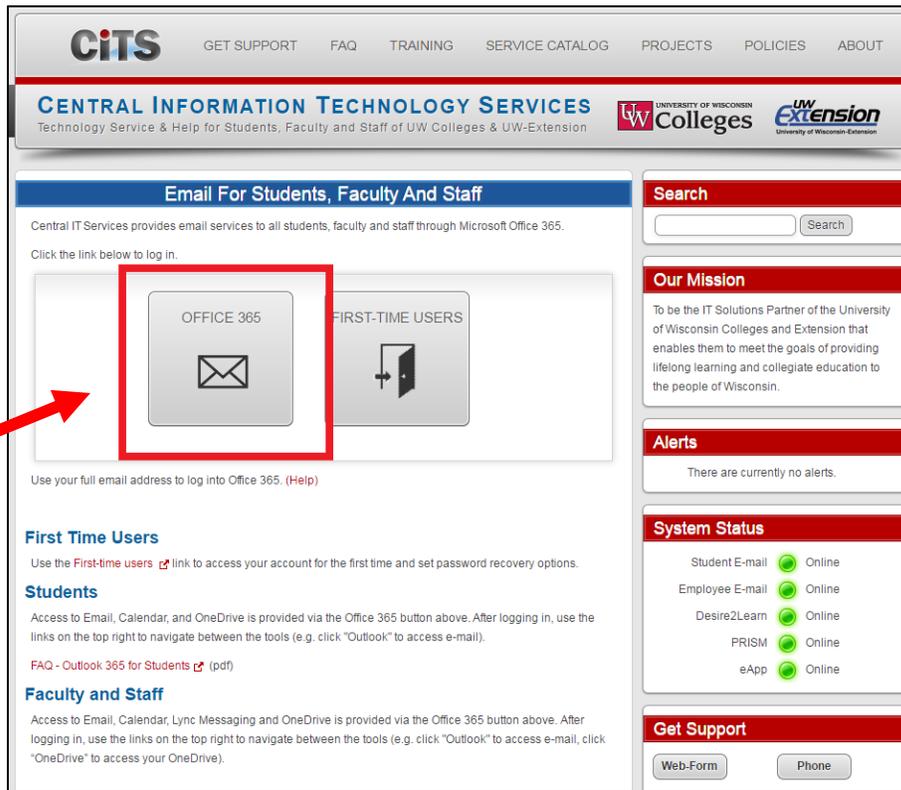
2. In the top right corner of the Office 365 window, click on the ⚙ icon to bring up Settings. Under "Your app settings," click on "Mail."
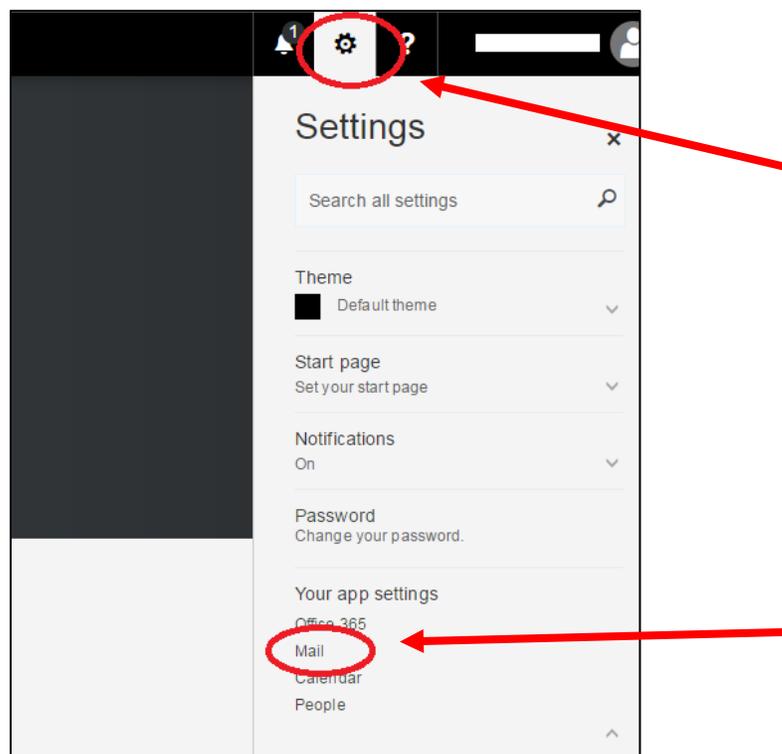
3. From the left Options panel, click on "Forwarding" (located under the Accounts section):

4. Select "Start forwarding" and enter the email address to which you would like to receive your student email. Click on Save to start forwarding your email.