Forwarding Emails 365

Important Things to Know

You must understand how forwarding works:

- When someone sends an email to your COCC address, a **copy** is forwarded to your personal email account, and a copy stays in your COCC email account.
- Though you have a good amount of storage in your 365 COCC email account, you will want to periodically go into it and delete old incoming and sent messages as well as the deleted folder.
- Sometimes emails from certain senders (possibly Financial Aid) may not forward, so you will want to check your COCC email for that reason as well.

How to Forward

1. Log into your COCC 365 email.
2. Click on the "Settings" Icon to the left of your name in upper right corner.
3. Type "forwarding" into the search bar. (look for the magnifying glass)
4. Select Forwarding from the menu on the left then click the "Start Forwarding" radio button.

   Enter the Email address you would like to forward to, and then click save.
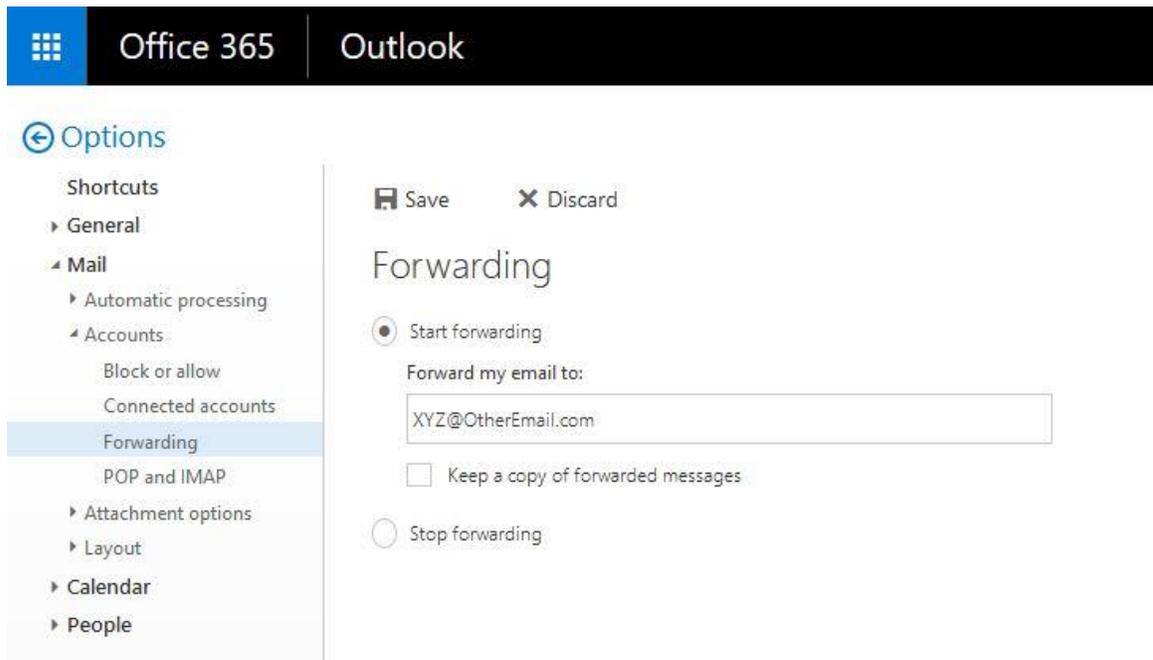
*Your COCC email will be forwarded from **this moment on.** This action is **NOT** retroactive.