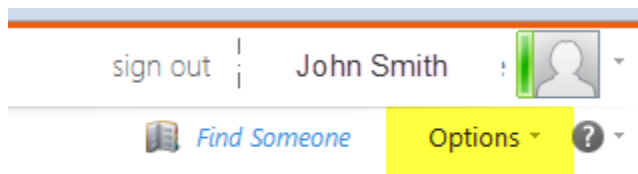


## How To: Forward Your Office 365 COCC Outlook E-mail to a Different E-mail Address

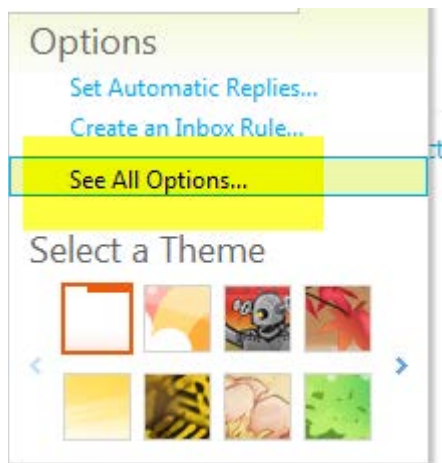
In Office 365 Outlook COCC email - To forward your COCC email, you login to your Office 365 email, go to the upper right under your name and you will see “options”. Click on that and you will see “see all options” – click there and you will then see the options window appear. On the right side of the screen you will see “shortcuts to other things you can do” and click on “Forward your e-mail”. You will then get to the forward e-mail screen. At the bottom of that screen is where the forwarding details are located. Type in the email to which you want your cocc email to be forwarded (for example, your gmail address) and then make sure you click at the bottom right where it says “Start Forwarding”. Then you are good to go.

**\*\* Step by Step Instructions Follow\*\***

Step 1 – Upper right corner – click on the down arrow to the right of the word “Options”









Step 2 – Choose “See all options”



Step 3 – From the “Shortcuts to other things” area, choose, “Forward your Email”

Shortcuts to other things you can do

-  See e-mail from all your accounts in one place
-  Tell people you're on vacation
-  Learn how to get Direct Push e-mail on your mobile phone
-  Connect Outlook to this account
-  **Forward your e-mail**
-  Import your contacts from an existing e-mail account

Step 4 – At the bottom of the next page, input under “Forwarding” the email address to which you want to forward your COCC email. Make sure to click on Start Forwarding to save the changes. It is optional to keep a copy of the message in your outlook email. Then you can click on the Mail option in the upper left corner to get back to your email Inbox.

Outlook Web App

Mail > Options

sign out

My Mail

Account

- Organize E-Mail
- Groups
- Settings
- Phone
- Block or Allow

My Account

Connected Accounts

If you have multiple e-mail accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

Connected Accounts

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

New... Details X

Account Name	Status	Action
There are no items to show in this view.		

0 selected of 0 total

Forwarding

Forward my e-mail to:  
test@gmail.com

Keep a copy of forwarded messages in Outlook Web App

Start Forwarding