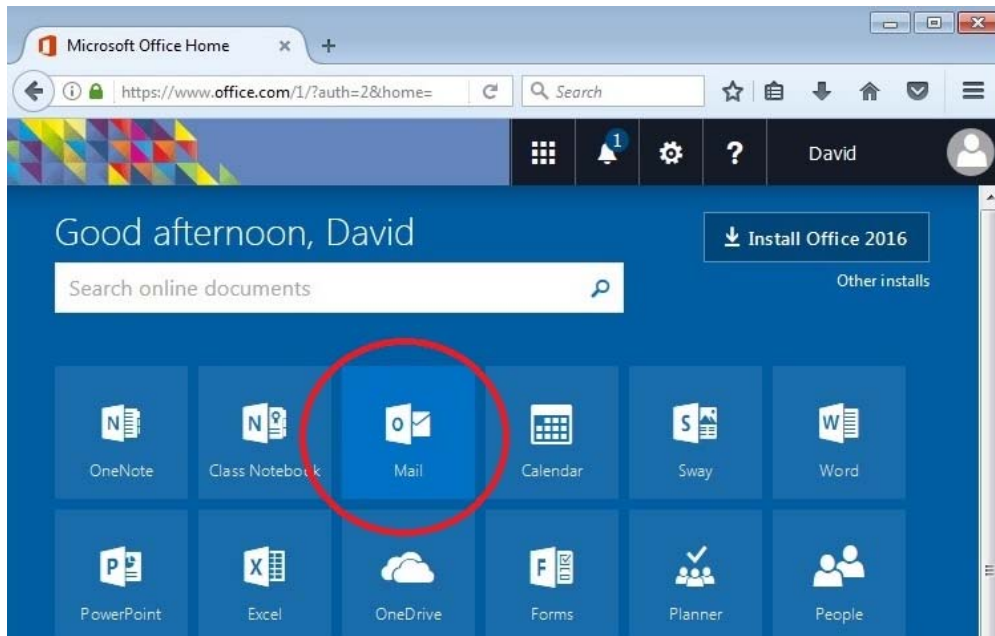


## Email forwarding with Office 365

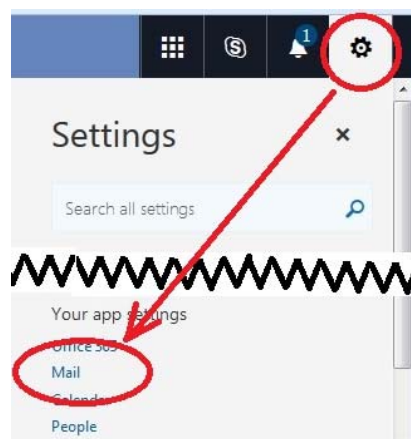
1. After logging onto a computer at one of the Gordon campuses, all Gordon students will have a shortcut to Office 365 available from the desktop. Start by double clicking the Office365 icon:



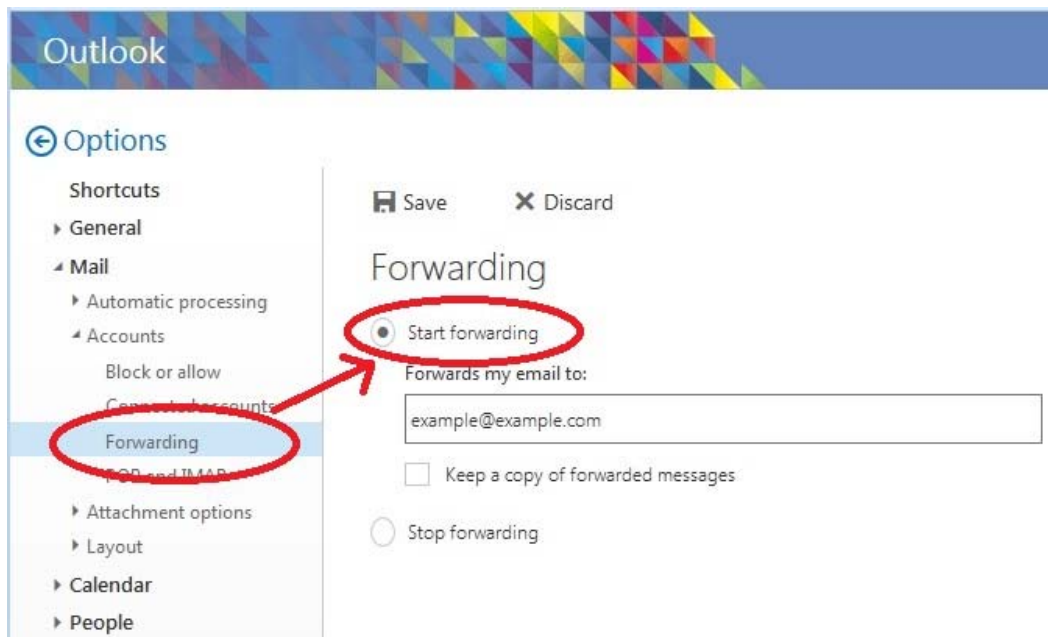
2. Following sign-on to Office365, click the MAIL icon from the Office 365 page:



3. From the Outlook mailbox, click the COG icon at the top right (Outlook settings) and then click MAIL



4. Click the FORWARDING setting from the Email Options menu on the left hand side.
5. Select 'START FORWARDING' and type your preferred email address in the text field.



6. Click SAVE when done.