# How to Forward Email to Another Mailbox

1. Log in to the Office 365 Portal (portal.office.com) using the credentials of the account you want to forward mail FROM
   a. If you want to forward from a student account to an employee account use: StarID@Go.minnstate.edu
   b. If you want to forward from an employee account to a student account use: StarID@minnstate.edu
2. Click the Mail icon to connect to your mailbox.
   **If you log in to email via the Mission Control button you bypass step 2

3. Click the Gear Icon [⚙] in the upper right corner to get drop down list for Settings
4. Click "Mail" in the "Your app settings" at the bottom of the Settings dropdown
5. From the list of options on the left, expand (click the triangle next to the word) "Mail"
6. Expand "Accounts"
7. Click on "Forwarding"
8. Click the circle next to "Start forwarding"
9. Enter the email address that you wish to forward mail to
   a. It is recommended to check the box for "Keep a copy of forwarded messages"
10. Click "Save"
11. Click on the arrow to the left of "Options" (top left) to return to your mailbox.