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
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- 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.

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