Email Forwarding in Outlook365

- **Sign in to your UHCL Outlook365 account**
- **Select the "Settings" icon in the upper right**
- **Select View All "Outlook Settings" in the bottom right**
- **Select "Forwarding"**
- **Enable Forwarding and enter the email address you wish to forward your UHCL email to**
- **It's optional if you want to keep a copy of all the emails forwarded on your UHCL account.**
- **Click Save**