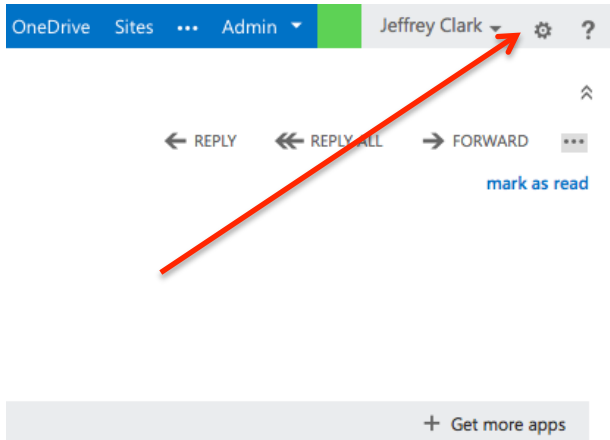
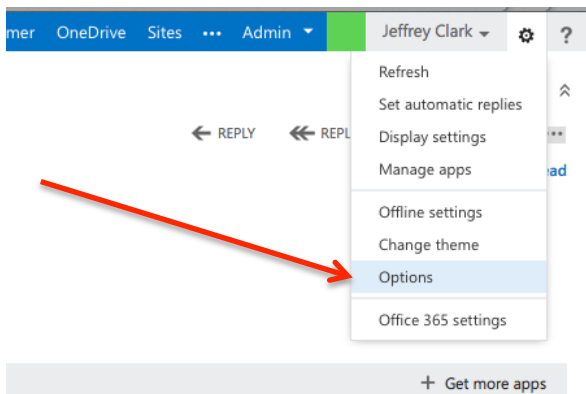


Setting up forwarding for your Skidmore Office 365 email account:

Go to <http://outlook.com/skidmore.edu> and login with your Skidmore email credentials. Once logged in, select the gear up near your user name in the top right corner.



From the menu that appears, select “Options”



In the new window that appears on the right hand side of the screen select the option that says “Forward your email”



shortcuts to other things you can do

- See email from all your accounts in one place
- Set up an automatic reply message
- Connect your mobile phone or device to your account
- Connect Outlook to this account
- Forward your email
- Change your password
- Import your contacts from an existing email account



A new window will appear. In the section on forwarding put the external address you want to forward to in the email address block, and IMPORTANT – uncheck the block that selects “Keep a copy”. This will prevent your Skidmore mailbox from filling up.

options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

my account **connected accounts**

If you have multiple email accounts and want to interact with all your mail in one place, click New. To forward, you can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App to forward mail to other email accounts.

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Account Name

There are no items to show in this view.

forwarding

Forward my email to:

Keep a copy of forwarded messages in Outlook Web App

start forwarding

connect Office 365 to your networks

Connect to LinkedIn to add your connections as contacts and keep them up to date.

LinkedIn [Connect](#)

Put your email address here

Uncheck this check box!

Hit “Start Forwarding” and all your mail will be sent to the new email address.