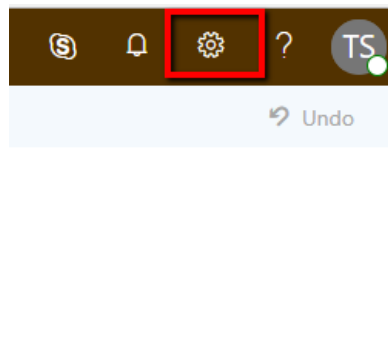
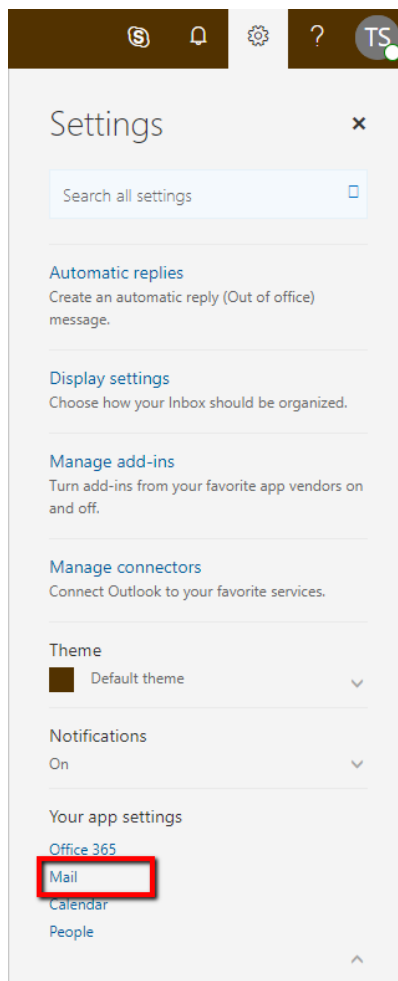


To Forward Your Email to Another account

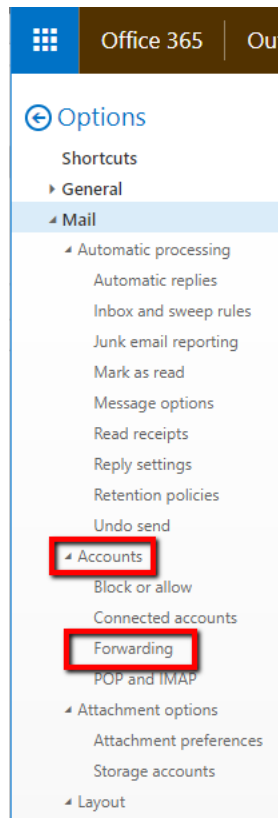
1. Access your USF Outlook account
2. Click on the **gear** in the upper right hand corner of your email



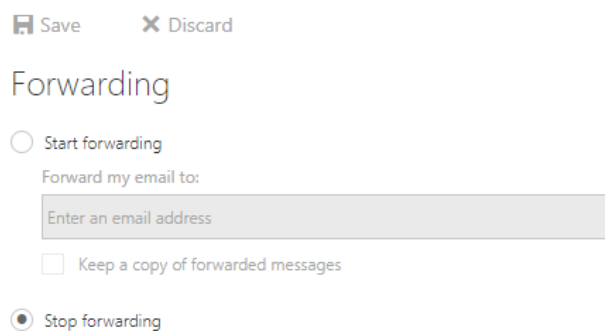
3. Click on the **Mail** link under **Your app settings**



4. On the left hand side of the screen expand **Accounts** and select **Forwarding**.



5. Select **Start forwarding** and enter the email address you would like your USF Outlook email forwarded to. You may choose to keep a copy of the forwarded message for backup purposes.



6. Click **Save**

7. To turn off Forwarding, click **Stop Forwarding**

If you need further assistance, please contact the Technology Support Center at 815-788-8324 or techsupport@stfrancis.edu