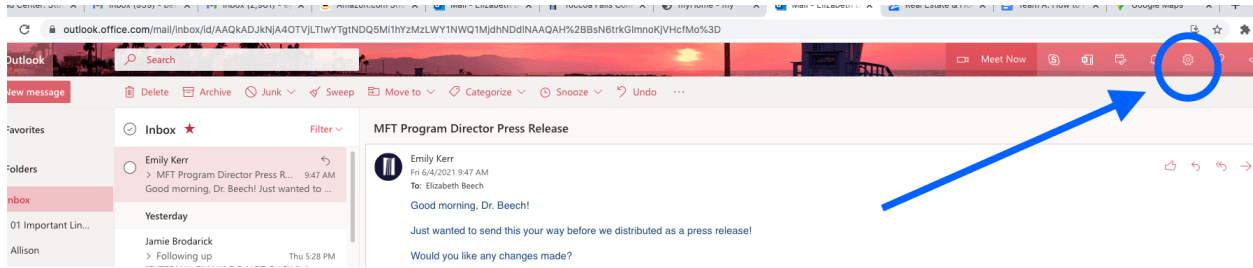


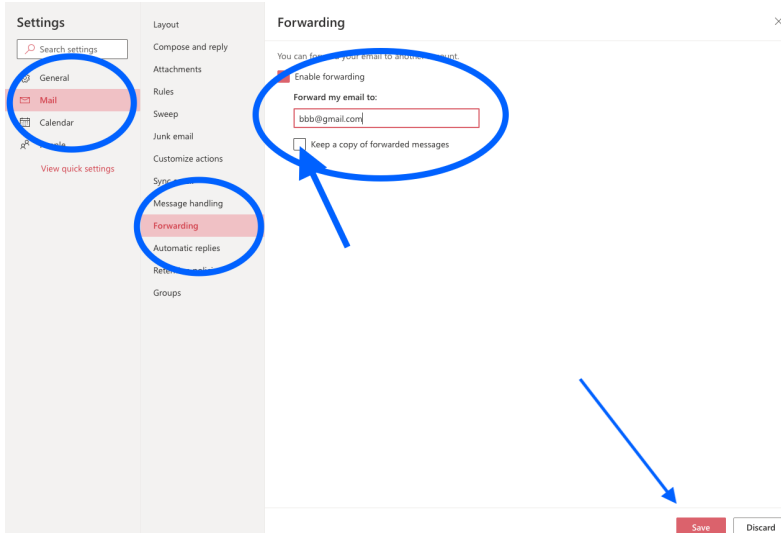
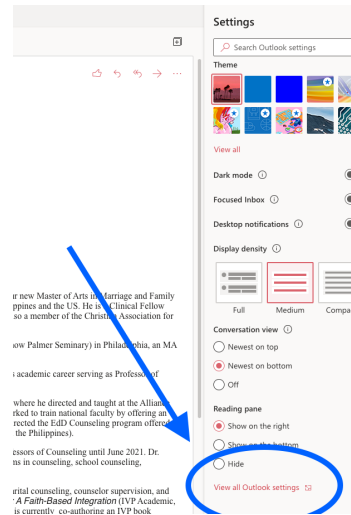
How to forward email from Outlook (Office 365) to Gmail (or other email)

Open your Outlook (Office 365 TFC Account in myTFC) and find the gear icon along the top right (settings). Click on it and a compartmentalized window should open on the screen.



Scroll to the bottom of the settings window until you see 'View all Outlook settings.'

Click on the words, and a new window should open up.



In the new window, choose/highlight the 'mail' tab in the left column.

Then, choose/highlight the Forwarding tab in the middle column.

Click on the 'Enable forwarding' box to check it, and fill in the 'Forward my email to: box with your personal email.

You should Click 'keep a copy' so nothing is lost!

Click on Save to exit out of that portion of Outlook.

You should see a 'Forwarding' notification in the top right notifying you that your email is being forwarded.

Reminder: **Log into Outlook periodically** to make sure forwarding hasn't been turned off for some reason. It could happen for some time you realize it! You may want to set up a daily email going to the account to help you remember.