

## Setting up email forwarding in your Richland Office 365 student email account

1. Log in to <https://office.com> using your **Richland email address** and **NetID password**
2. Click on the **Outlook** icon to access your email
3. Click on the **Settings** icon (it looks like a gear) in the upper right-hand corner of the page
4. Under the “Your app settings” area, click on **Mail**
5. In the “Options” menu on the left-hand side of the screen, click **Forwarding**
6. Click **Start forwarding**
7. Enter your email address into the “Forward my email to” box
8. Click on the **Save** button