## Forwarding Your Bellevue College Email

You receive many important emails from Bellevue College along with emails from the Office 365 Groups you belong to, such as the ASL Club. You can forward your email to an external email address such as gmail.com, yahoo.com, live.com and aol.com so you won't miss any announcements by following these steps in Outlook for the Web.

1. In the upper right-hand corner of the window, click the Options cog near your name.



2. Click Mail under Your app settings at the bottom of the Options pane.



3. Mail Options will pop up on the left of the window. Click **Forwarding** under **Accounts**.

⊙ Options	
Shortcuts	
▶ General	
∡ Mail	
<ul> <li>Automatic processing</li> </ul>	
Automatic replies	
Clutter	
Inbox and sweep rules	
Junk email reporting	
Mark as read	
Message options	
Read receipts	
Reply settings	
Retention policies	
Undo send	
∡ Accounts	
Block or allow	
Connected accounts	
Forwarding	
Forwarding POP and IMAP	
Forwarding POP and IMAP Attachment options	
Forwarding POP and IMAP Attachment options Attachment preference	
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4. Select **Start Forwarding** and enter the email address you'd like to forward your Bellevue College email to under **Forward my email to:**. If you'd like to keep a copy of the email you've forwarded in Outlook, select, **Keep a copy of forwarded messages**. Once it's set the way you'd like, click **Save** above the Forwarding heading.

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Forwarding	
Start forwarding     Forward my email to:	
your-email@wherever.com	
Keep a copy of forwarded messages	
Stop forwarding	