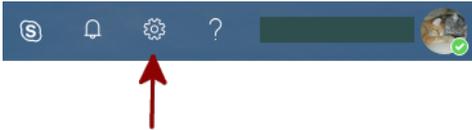


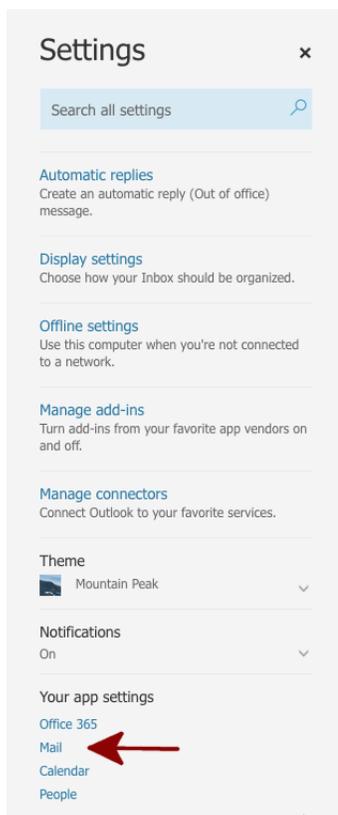
Forwarding Your Bellevue College Email

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.

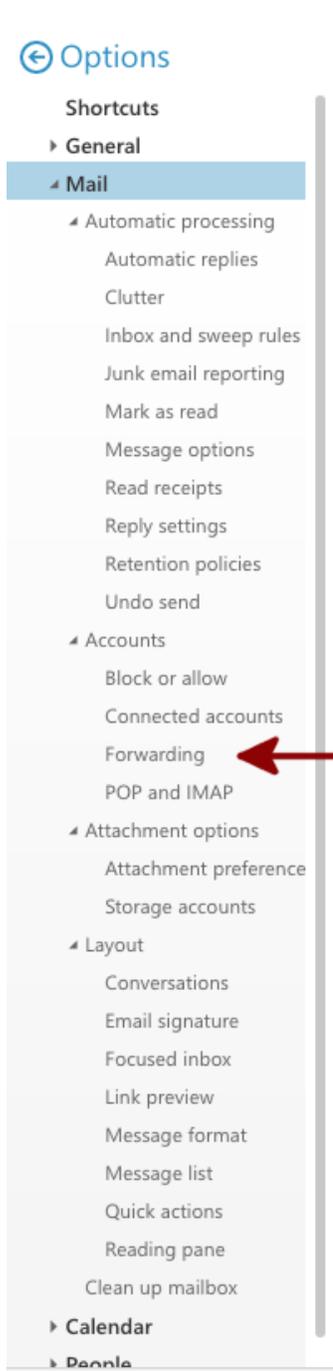
1. In the upper right-hand corner of the window, click the Options cog near your name.



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**.



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.

Save Discard

Forwarding

Start forwarding

Forward my email to:

your-email@wherever.com

Keep a copy of forwarded messages

Stop forwarding