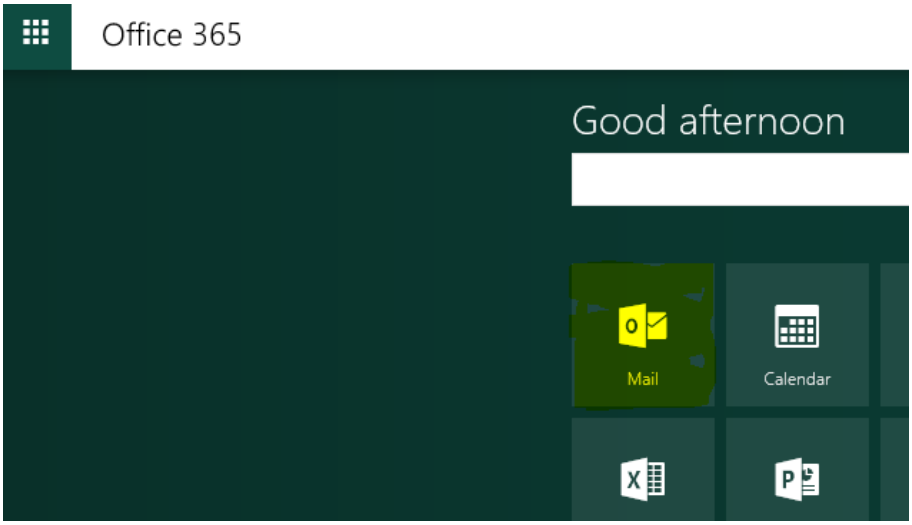
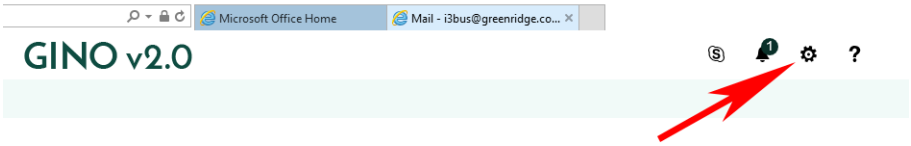
If you would prefer to forward your email to another service, please use the following instructions.

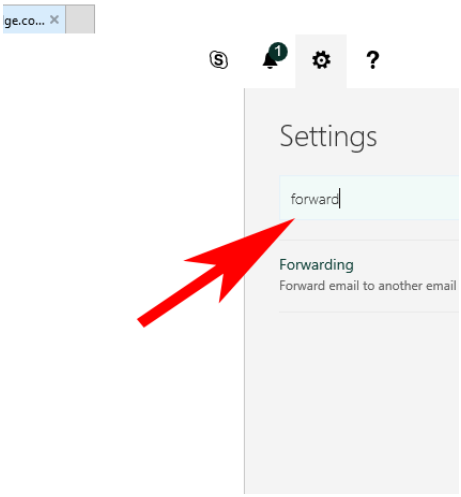
1. Sign in to Office 365 at https://login.microsoftonline.com



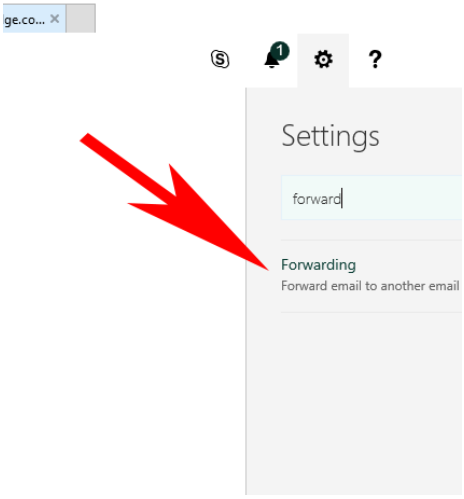
2. At the top right of the page, click on the gear icon



3. From the settings menu enter “forward” in the Search All Settings field

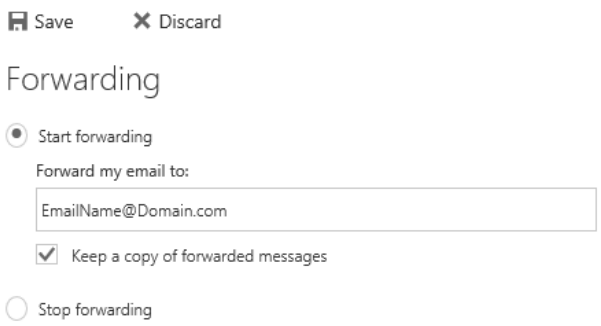


4. click on the menu item labeled “Forwarding”



5. Click on the radio button labeled “Start Forwarding”

6. Enter in the email address you want your email to forward to
7. Check the box to keep a Copy of forwarded messages.



8. Click Save when finished.