



The University of Texas
Rio Grande Valley


Office 365 Account Transition Resources

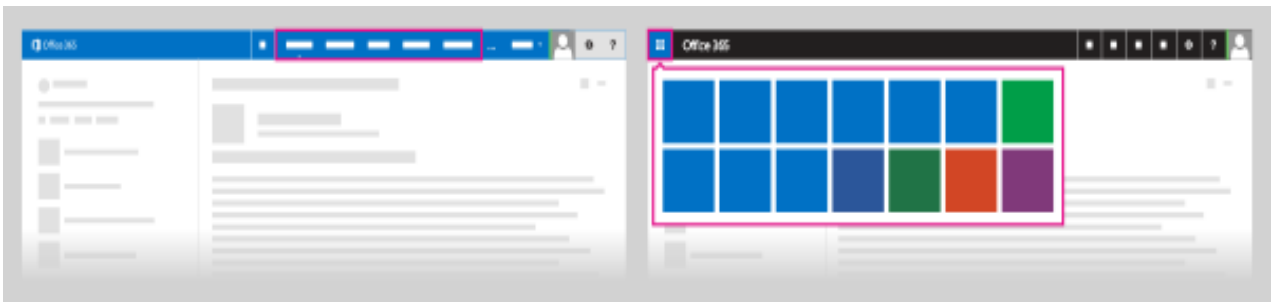
How-to: Set Email Forwarding

Microsoft Office 365

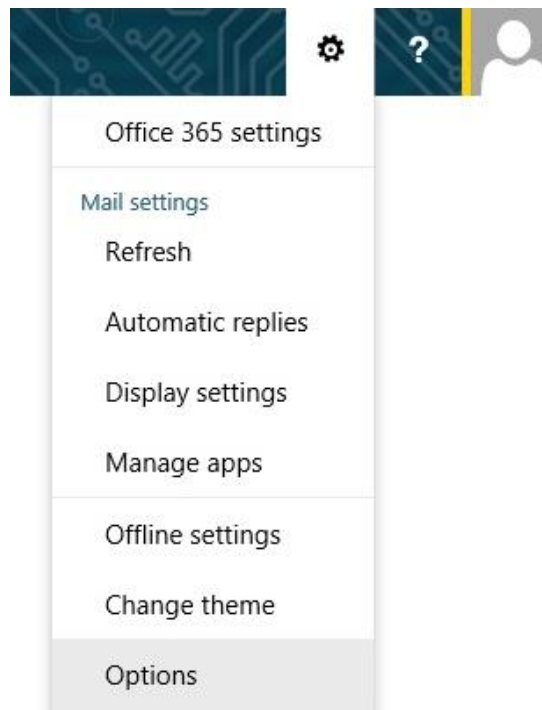
How to Set Email Forwarding in Microsoft Office 365

STEPS:

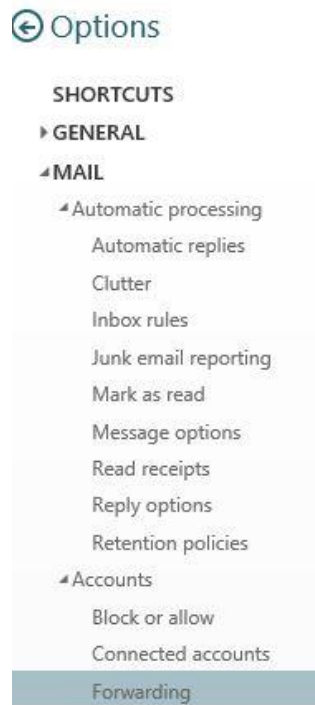
1. Sign in to the **Office 365** portal at <http://login.microsoftonline.com>.
2. At the top of the page, select the **App launcher**  and then select **Mail** or **Outlook**.



3. At the top of the page, select  **Settings**, then select **Options**.

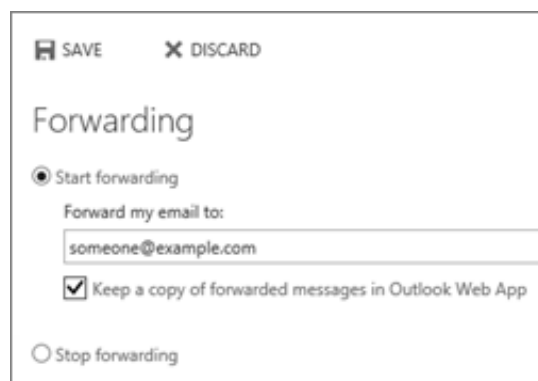


4. Under **Mail**, select **Accounts**, then select **Forwarding**.



5. Select **Start forwarding**.
6. Enter your UTRGV email address (**EXAMPLE:** emailaddress@utrgv.edu).

PLEASE NOTE: If you would like to leave a copy of incoming emails in your UTPA or UTB mailbox, check the box **Keep a copy of forwarded messages in Outlook Web App**.



7. Click on **Save**.