Office365 Forwarding E-mails

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Sign in to Outlook 365: Open your web browser and go to the Outlook 365 website. Sign in using your email address and password. Mail 365

Access Settings: Once logged in, look for the settings icon. It typically appears as a gear or cogwheel icon located in the upper-right corner of the Outlook window. Click on it to access the settings menu.

Open Mail Settings: In the settings menu, you should see an option labelled something like "View all Outlook settings" or "Mail settings." Click on this option to access the full settings menu for your email account.

Go to Mail: Within the settings menu, locate and click on the "Mail" option. This will open the settings specific to your email account.

Go to Forwarding: In the mail settings menu, navigate to the "Forwarding" section. This is where you can set up email forwarding rules.

Enable Forwarding: Look for an option to enable forwarding. This may be a checkbox or toggle switch. Check or toggle the option to enable forwarding.

Enter Forwarding Address: Once forwarding is enabled, you'll need to enter the email address to which you want to forward your emails. There should be a field where you can enter this address.

Save Changes: After entering the forwarding address, make sure to save your changes. There should be a "Save" or "Apply" button somewhere on the page. Click on it to save your forwarding settings.

Contact IT Support: If none of the above steps resolve the issue, contact your IT support team for further assistance. They may need to perform additional troubleshooting or repairs to resolve the problem.