How to Forward Your Email to Another Account

Please Note: Your Charter Oak email may contain sensitive information related to your education (.i.e. student bill and academic progress); therefore, you should be mindful of where you re-route the emails to be sent.

- 1. Log into your email at <u>https://portal.office.com</u>
- 2. Open Outlook
- 3. Click the Settings icon (Gear)



- 4. Type "forward" in the search bar and click "Forwarding"
- 5. Click 'Start Forwarding", enter your email address and 'Save'.

🖪 Save	× Discard
Forwarding	
 Start forwarding Forward my email to: 	
sample@gmail.com	
Keep a copy of forwarded messages	
Stop forwarding	