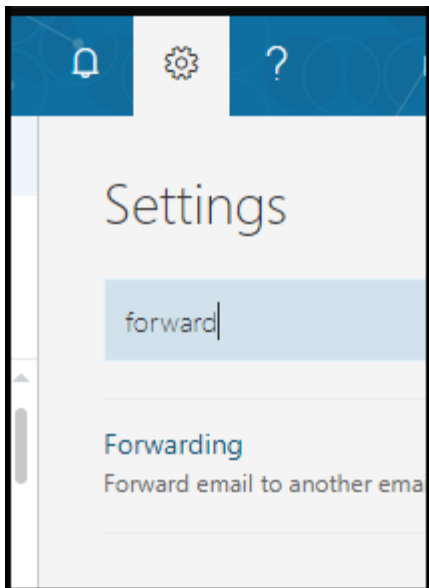


How to Forward Your Email to Another Account

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 <https://portal.office.com>
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'.

