1. Once you have logged in to your e-mail account click on the “Options” link in the upper right corner of the screen to access your account settings.

2. On the “My Account” screen click the “Forward your e-mail” button on the right side “Shortcuts to other things you can...” panel.
3. On the “Connected Accounts” screen type in the e-mail address you would like to forward your mail to in the “Forward my e-mail to:” section, and click the “Start Forwarding” button.

**NOTE:** The option to “Keep a copy of forwarded messages in Outlook Web App” should be checked if you want a copy to remain in the furman.edu account or unchecked if you do not want a copy to remain in the furman.edu account.