**How to Forward Your Email to Another Account:**

ITS recommends that anyone on Office365 who wishes to check their email in one place use this feature.

1. Login to Office 365 [https://outlook.office365.com](https://legacy.central.uh.edu/owa/redir.aspx?REF=ra_K6zdXopmtQM9AjG93NO5BGpzXoID_EODkcaQdyJfKiUjCiYPVCAFodHRwczovL291dGxvb2sub2ZmaWNlMzY1LmNvbQ..)
2. Click the **Mail** tile.
3. Click **Settings (**gear icon in the upper right-hand of your screen).
4. Under **Your app settings** - Click **Mail**.
5. Click **Accounts**
6. Click **Forwarding**
7. Under the "Forwarding" heading, select **Start Forwarding**
8. Type the email address you wish to forward your mail (e.g., gmail, hotmail, etc.)

You have the option to keep a copy of all forwarded messages in your Office365 account. ***Note***: if you do not select this, nothing sent to your userid@central.uh.edu email account will be saved in your university mailbox

1. Select **Save**.