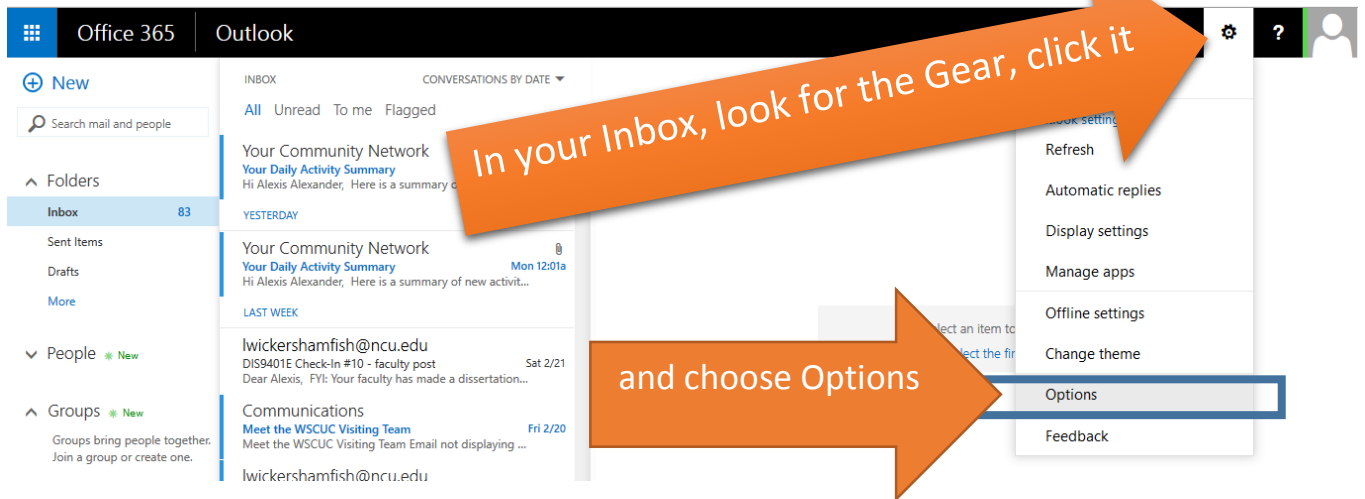


Forwarding your Peralta Email to Another Email Address



Office 365 Outlook

CONVERSATIONS BY DATE

All Unread To me Flagged

Your Community Network
Your Daily Activity Summary
Hi Alexis Alexander, Here is a summary of...

YESTERDAY

Your Community Network
Your Daily Activity Summary
Hi Alexis Alexander, Here is a summary of new activit...

LAST WEEK

lwickershamfish@ncu.edu
DIS9401E Check-In #10 - faculty post
Dear Alexis, FYI: Your faculty has made a dissertation...

Sat 2/21

Communications
Meet the WSCUC Visiting Team
Meet the WSCUC Visiting Team Email not displaying ...

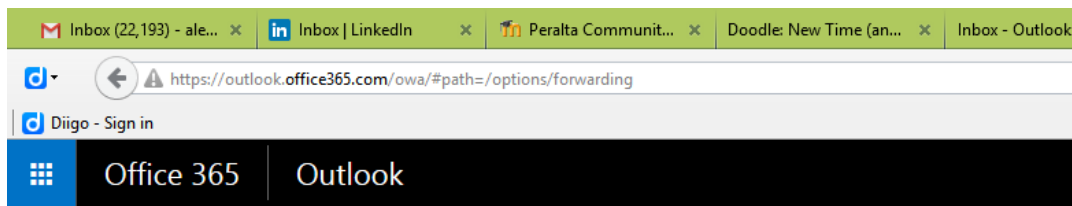
Fri 2/20

lwickershamfish@ncu.edu

In your Inbox, look for the Gear, click it

and choose Options

Refresh
Automatic replies
Display settings
Manage apps
Offline settings
Change theme
Options
Feedback

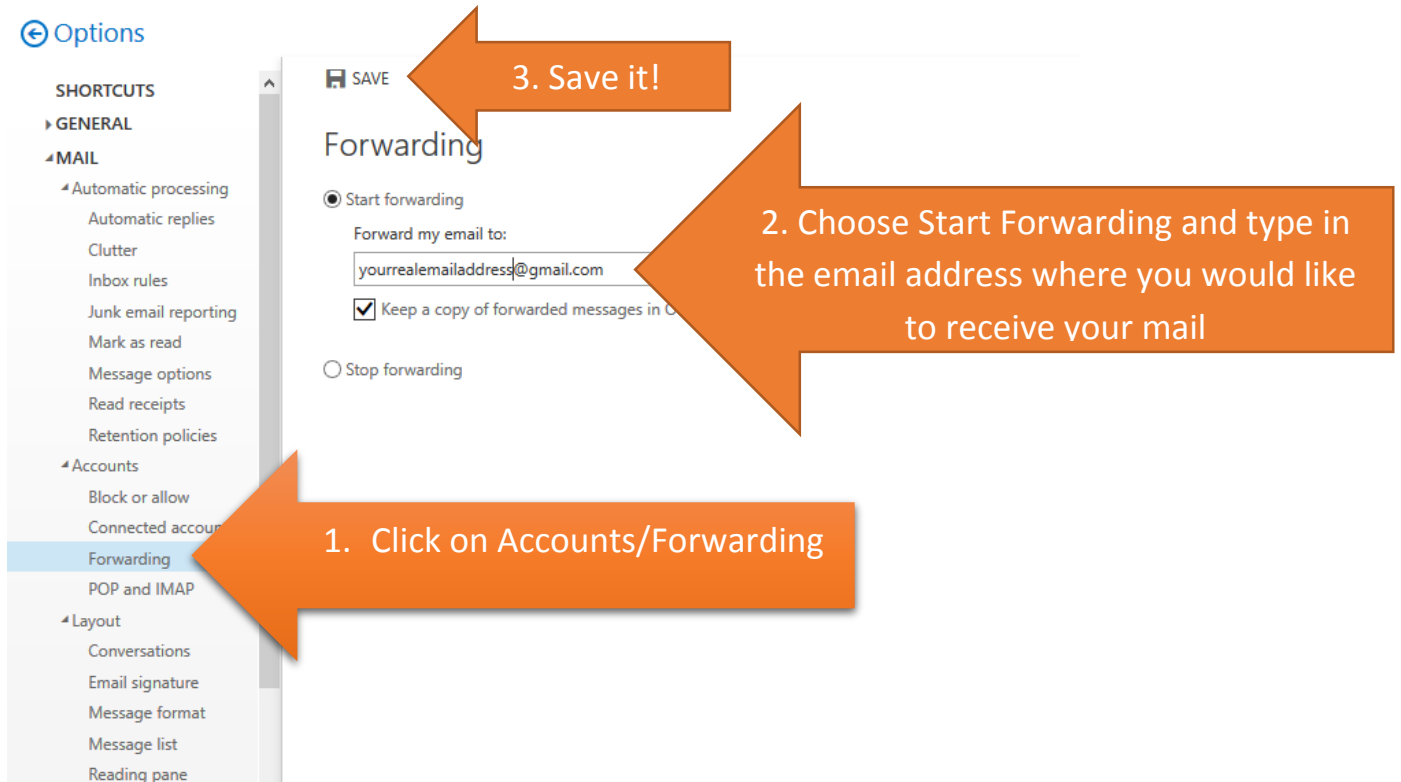


Inbox (22,193) - ale... x | In Inbox | LinkedIn x | Peralta Communit... x | Doodle: New Time (an... x | Inbox - Outlook

https://outlook.office365.com/owa/#path=/options/forwarding

Diigo - Sign in

Office 365 Outlook



Options

SHORTCUTS

GENERAL

MAIL

Automatic processing

Automatic replies

Clutter

Inbox rules

Junk email reporting

Mark as read

Message options

Read receipts

Retention policies

Accounts

Block or allow

Connected account

Forwarding

POP and IMAP

Layout

Conversations

Email signature

Message format

Message list

Reading pane

SAVE

Forwarding

Start forwarding

Forward my email to:
yourrealemailaddress@gmail.com

Keep a copy of forwarded messages in O...

Stop forwarding

3. Save it!

2. Choose Start Forwarding and type in the email address where you would like to receive your mail

1. Click on Accounts/Forwarding