
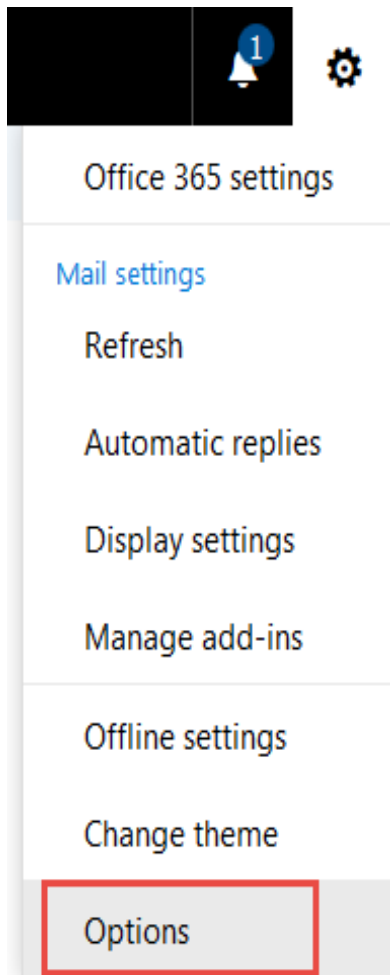


Forwarding USA emails to another email address

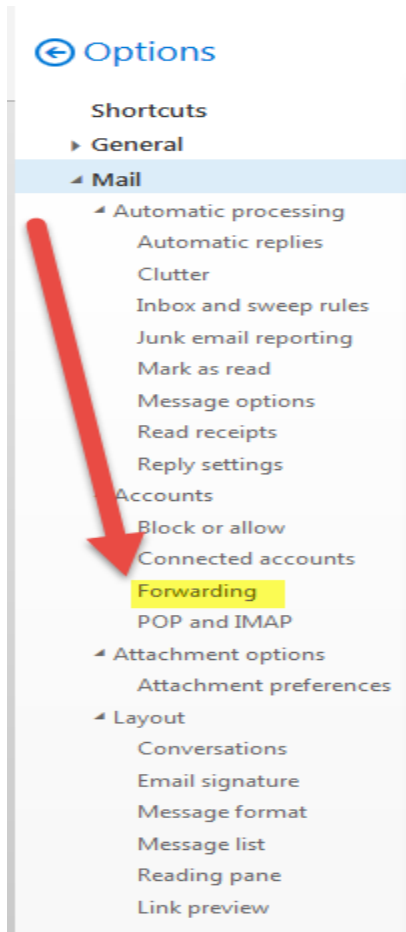
How to forward USA emails to another email address?

To set up Outlook.com to forward to a different email address automatically, please follow the instructions listed below.

1. Sign into webmail at <http://outlook.com/owa/usa.edu>
2. Click the settings gear in the Outlook.com toolbar 
3. Click Options



4. Select Forwarding



5. Select Start Forwarding and enter an email address (If you would like a copy to remain in your USA email please click on (Keep a copy –highlighted in yellow)

Forwarding

Start forwarding

Forward my email to:

Enter an email address

Keep a copy of forwarded messages

Stop forwarding