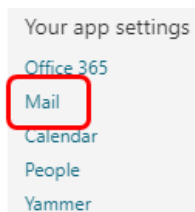


## Setting up a forwarding rule for Microsoft email

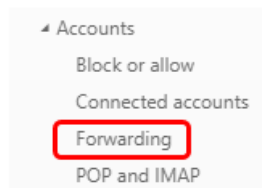
1. Log into your webmail
2. Click the **COG icon**:



3. In the '**Your app settings**' section, click **Mail**



4. Click **Forwarding**



5. Select the **Start Forwarding** option, and **input your other email address**:



6. Click **Save**

