Instructions for forwarding email from Office 365 email account to another email account.

From the Triton College homepage, click on the **Quick Links** button to get to MyTriton Email



Office 365 login screen for Triton Email



Enter your Triton email and password (same username and password as MyTriton account)



At the top of the page, choose **Settings**

> Mail

9	
Search all settings	Q
Automatic replies Create an automatic reply (Ou message.	t of office)
Display settings Choose how your Inbox shoul	d be organized.
Offline settings Use this computer when you'r to a network.	e not connected
Manage integrations Connect Outlook to your favo services.	rite apps and
Theme	
Comic Book	`
Notifications	
On	`
Your app settings	
Office 365	

Choose *Forwarding* under Mail options Select *Start forwarding* and provide forwarding email address Click **Save** to activate forwarding option

Note: If you want to stop the email forwarding, select STOP FORWARDING and click SAVE.

Note: Faculty will not reply to emails from personal accounts, they will only reply to email from Triton College email accounts.

 Options Shortcuts General Mail Automatic processing Automatic replies Clutter Undo send 	Office 365 (Dutlook
Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Retention policies * Accounts Block or allow Concerted ensures Forwarding POP and IMAP * Attachment options Attachment preference	Contions Shortcuts General Mail Automatic processing Automatic replies Clutter Undo send Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Retention policies Accounts Block or allow Converted on the forwarding POP and IMAP Attachment options	Save X Discard Forwarding Forward my email to: joestudent@yahoo.com Keep a copy of forwarded messages