

How to Forward or Redirect Emails

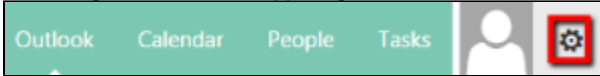
This guide explains how to forward emails to a different email account.

Step-by-step guides

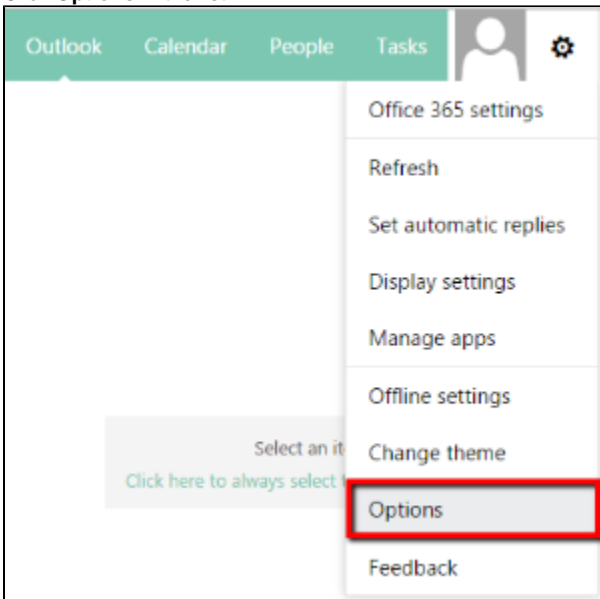
- Office 365 Education

Office 365 Education

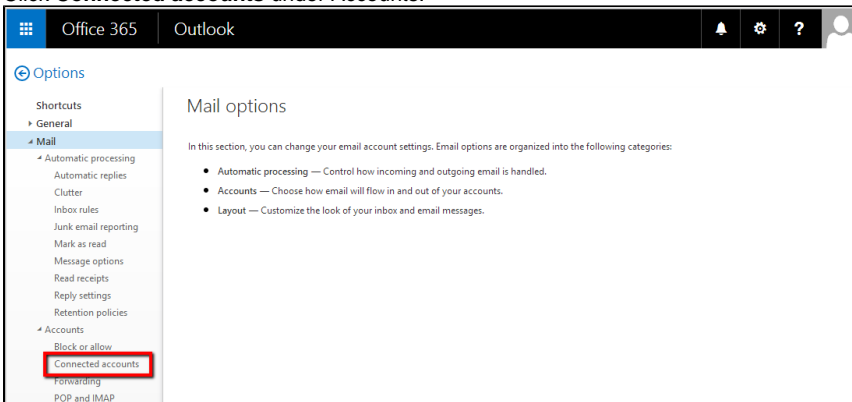
1. Log in to your Office 365 Education account.
2. Click the gear button in the upper-right corner of the window.



3. Click **Options** in the list.



4. Click **Connected accounts** under Accounts.



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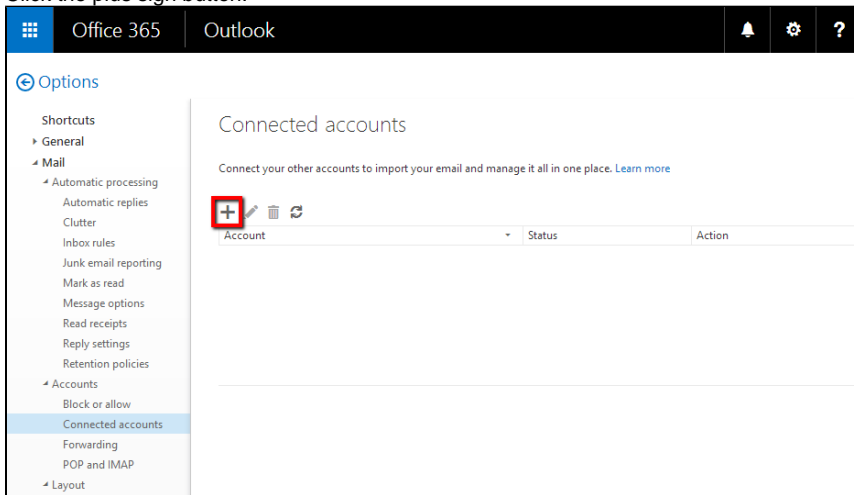
Page:How to Log into Office 365 Education

Page:How to Request an Office 365 Account

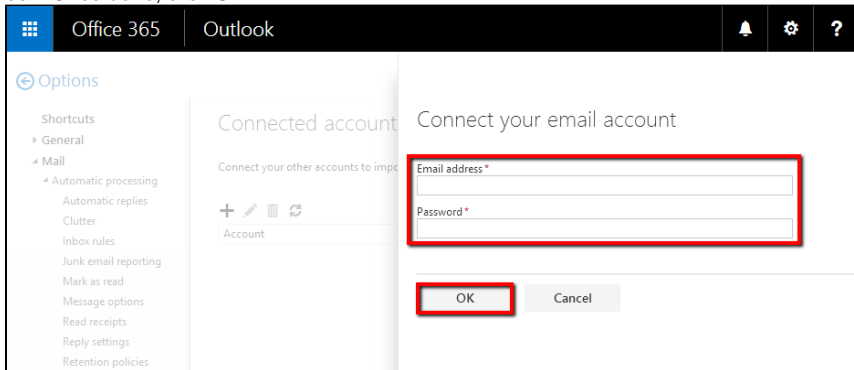
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5. Click the plus sign button.



6. Type your alternate email address (the one you wish to forward to) and password into the box. Once done, click **OK**.



For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891