

# How to Forward or Redirect Emails

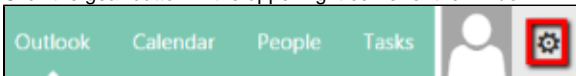
This guide explains how to forward emails to a different email account.

## Step-by-step guides

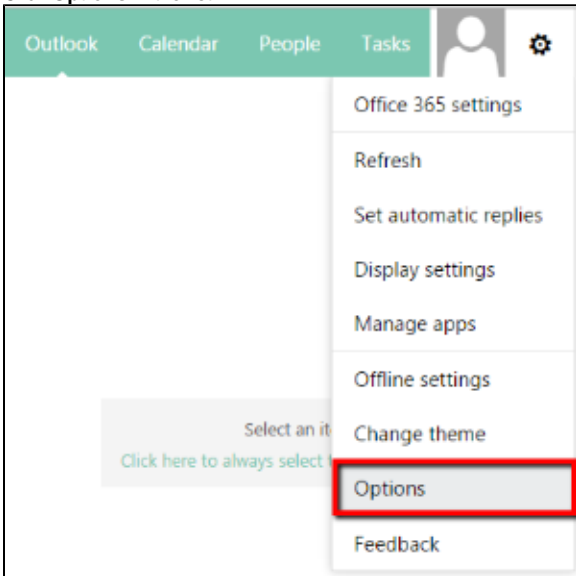
- [Office 365 Education](#)

### Office 365 Education

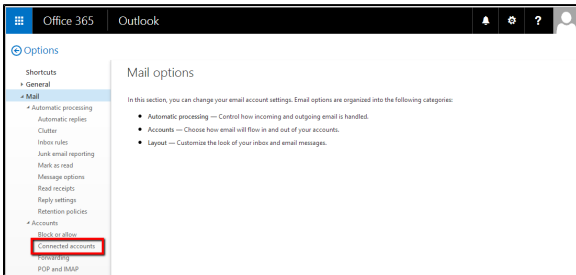
1. Log in to your Office 365 Education account.
2. Click the gear button in the upper-right corner of the window.



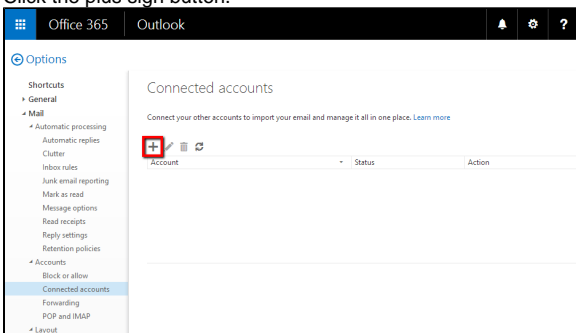
3. Click **Options** in the list.



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



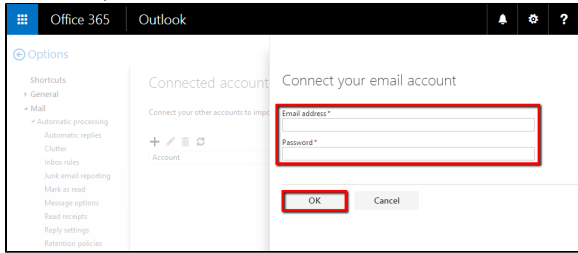
5. Click the plus sign button.



#### Related articles:

- [How to Download and Install Office](#)
- [Microsoft Teams Tools & Features](#)
- [How to Set Up Multi-factor Authentication \(MFA\)](#)
- [Advanced Mail Features](#)
- [Office 365 Education](#)

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



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For questions or comments, contact the Computer Services Help Desk  
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417-836-5891