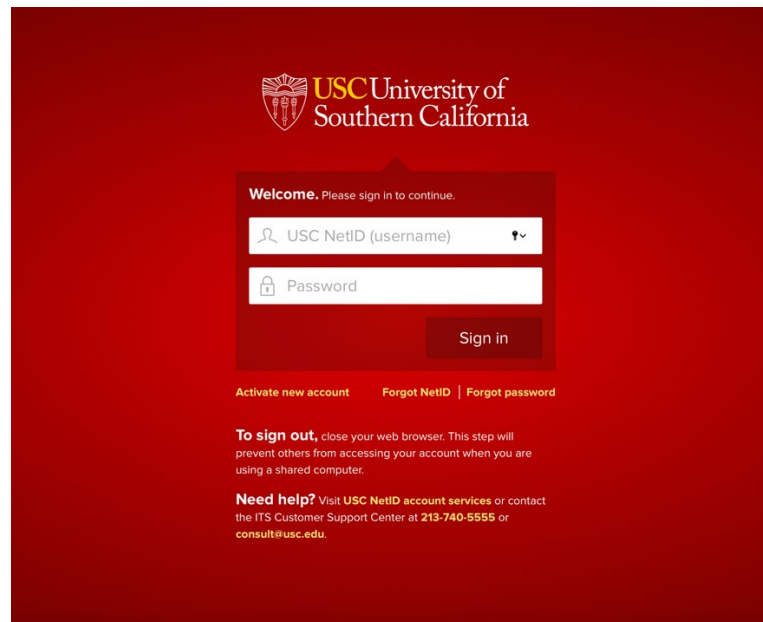



## Configuring Email Forwarding with Office365

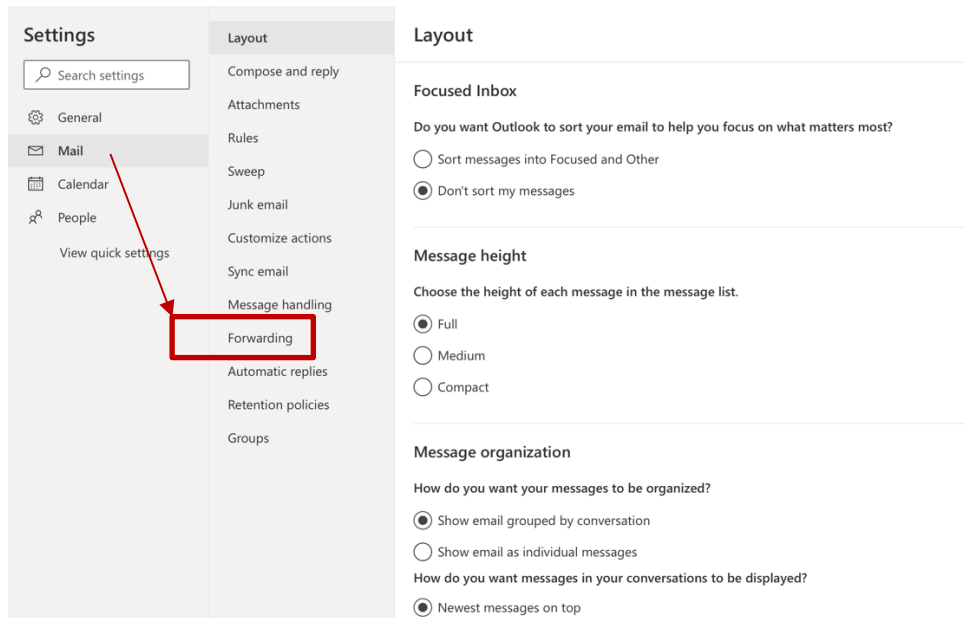
1. Go to [www.usc.edu/office365](http://www.usc.edu/office365).
2. The following page should appear like the image below.



- a. Enter your credentials: **USC NetID (username)** and **password**.
3. At the top right-hand corner, click **Settings**  > **View all Outlook settings**.



4. Click **Mail** and choose **Forwarding**.



5. Check **Enable forwarding** and enter your Viterbi email address or any desired email.

## Forwarding

You can forward your email to another account.

Enable forwarding

Forward my email to:

Keep a copy of forwarded messages

- a. You can choose to **Keep a copy of forwarded messages** in Office365.
6. Once you enter you email and the option to **Keep a Copy of Forwarded Messages** is checked, click **Save**.