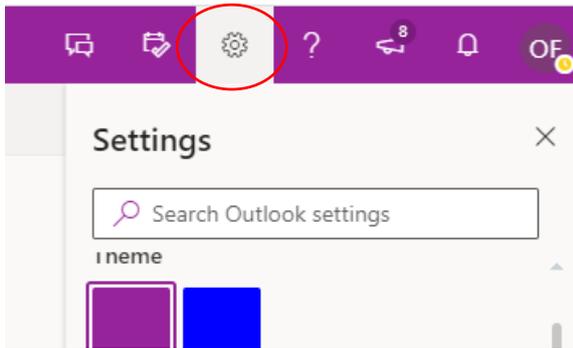


## How to forward your college email to your personal

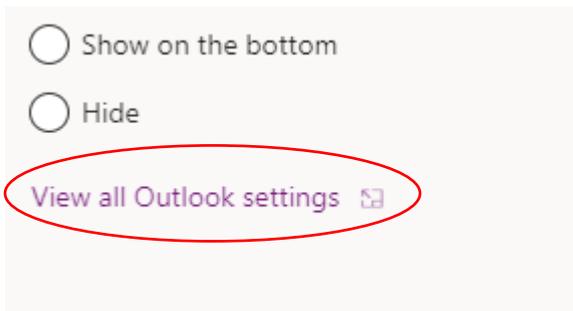
Log onto Moodle and go to Office 365 page and click on

**Launch  
My Email**

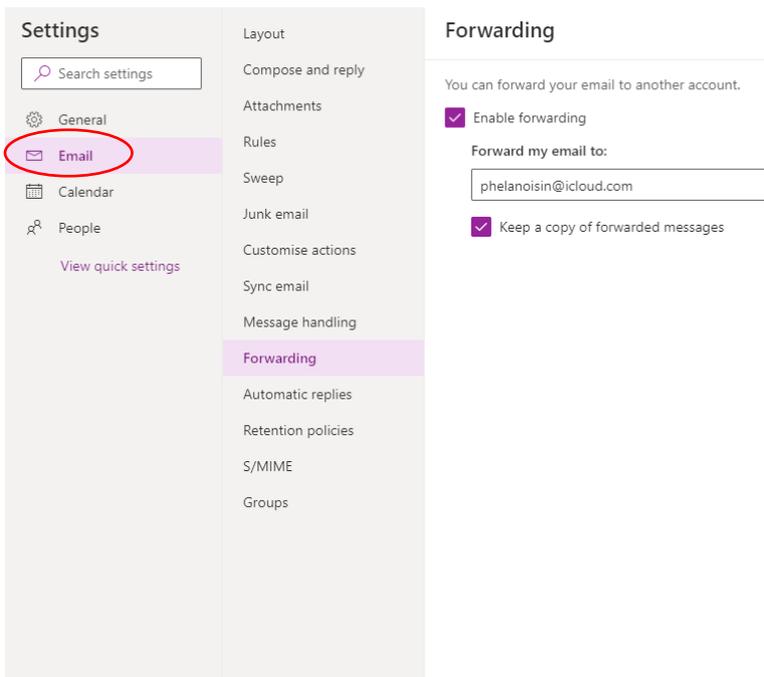
On your Outlook page click on the “Cog” symbol on the top right-hand side of the screen



At the bottom on the settings list, click on ‘View all Outlook settings’



In the outlook settings, make sure Email is selected and then select forwarding



Put the email address you wish your college email to be forward to in the box.

## Forwarding



You can forward your email to another account.

Enable forwarding

Forward my email to:

phelanoisin@icloud.com

Keep a copy of forwarded messages