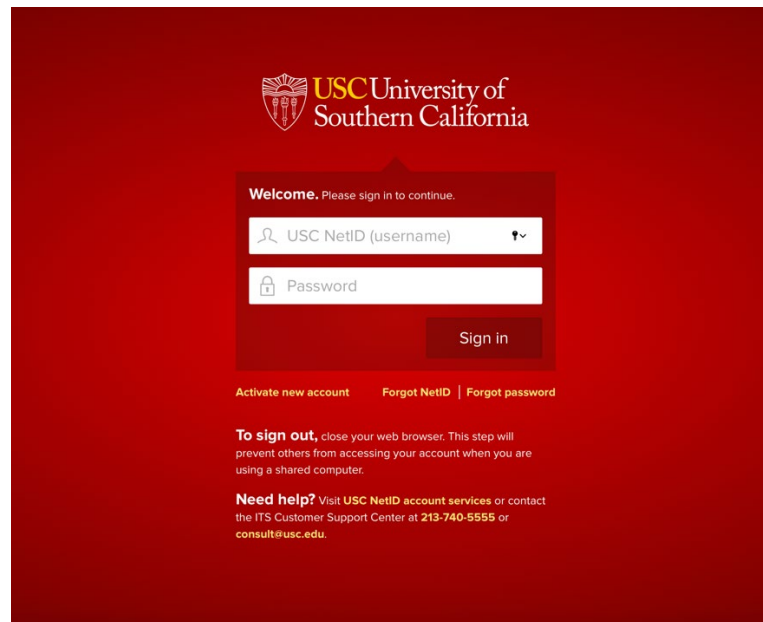



Configuring Email Forwarding with Office365

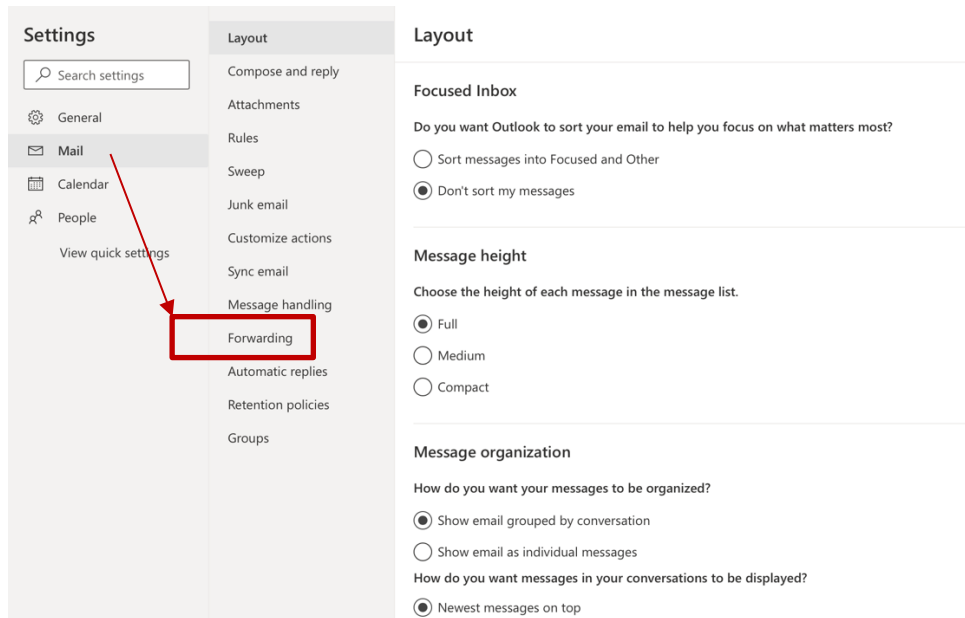
1. Go to www.usc.edu/office365.
2. The following page should appear like the image below.



- 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**.



The screenshot shows the Outlook settings interface. On the left, the 'Settings' pane is open to the 'Mail' section. A red arrow points from the 'Mail' section to the 'Forwarding' option, which is highlighted with a red box. The 'Layout' pane on the right shows various settings, including 'Focused Inbox', 'Message height', and 'Message organization'.

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**.