

How to Guide: Email Redirect

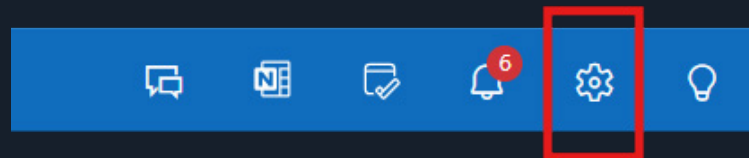
All essential university communications, including assessment results, forum messages, and announcements, are sent to your GIS email account, so you **must check it regularly**.

If you have multiple email addresses, setting up email forwarding can help you manage all your messages in one place and to a preferred email account.

This guide shows you how to forward emails from your GIS O365 account so you don't miss important updates.

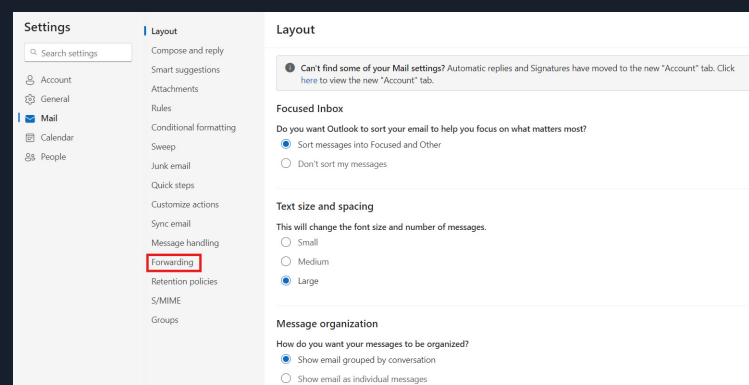
Step 1: Log into **Office 365** using your GIS email address(example@edu.gis.sport) and password to log in.

Step 2: Open the **Settings Menu** - in the top-right corner of the screen, click on the gear icon to open the Settings menu.

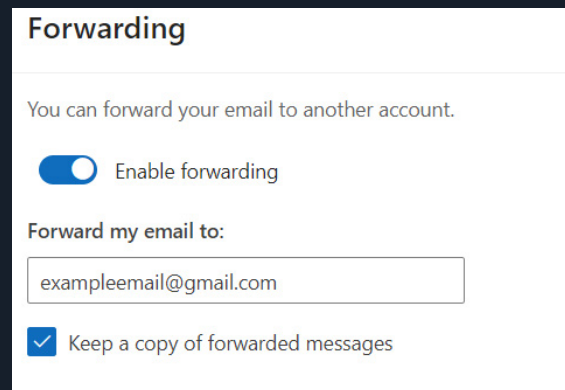


At the bottom of the Settings menu, click on **View all Outlook settings**.

Step 3: Navigate to the Mail settings within the settings panel that appears, go to the Mail tab and select **Forwarding**.



Step 4: Enable **Forwarding** and enter your preferred email address where you want your Office 365 emails to be forwarded.

A screenshot of the 'Forwarding' settings page in Office 365. The page has a white background with a light gray border. At the top, the title 'Forwarding' is in bold. Below it, a subtitle reads 'You can forward your email to another account.' There is a toggle switch labeled 'Enable forwarding' which is currently turned on (blue). Below the toggle, the text 'Forward my email to:' is followed by a text input field containing 'exampleemail@gmail.com'. At the bottom, there is a checkbox labeled 'Keep a copy of forwarded messages' which is checked (blue).

Step 5: (Optional) If you want to keep a copy of forwarded emails in your Office 365 inbox, check the box for **Keep a copy**. This is optional, but it's helpful if you want to retain a record in Office 365 while also sending emails to another account

Step 6: After entering the forwarding email address and selecting any other options, click **Save** to apply the settings.

Step 7: Send a test email to your Office 365 email address from another account. Check the destination email account (the one you set up for forwarding) to confirm the email was forwarded successfully.

Disable Forwarding: If you want to turn off forwarding later, go back to **Settings > Mail > Forwarding**, and uncheck Enable forwarding, and click Save.