Instructions for forwarding email from Office 365 email account to another email account.

From the Triton College homepage, click on the **Quick Links** button to get to MyTriton Email



Office 365 login screen for Triton Email



Enter your Triton email and password (same username and password as MyTriton account)



At the top of the page, choose **Settings**

> Mail

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^	Search all settings	^
	Automatic replies Create an automatic reply (Out of office) message.	
	Display settings Choose how your Inbox should be organized.	
	Offline settings Use this computer when you're not connected to a network.	
	Manage integrations Connect Outlook to your favorite apps and services.	
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	Notifications On V	
Ļ	Your app settings Office 365 Mail Calendar	~

Choose *Forwarding* under Mail options Select *Start forwarding* and provide forwarding email address Click **Save** to activate forwarding option

Note: If you want to stop the email forwarding, select STOP FORWARDING and click SAVE.

Note: Faculty will not reply to emails from personal accounts, they will only reply to email from Triton College email accounts.

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