Forwarding Student Email to Personal Email Address

- 1. Login to your WCC Student Email, e.g. astudent1234@student.whatcom.edu
- 2. Click Settings → View all Outlook Settings

	Outlook	𝒫 Search		5	۲	?
=	New message					
>	Favorites	Inbox ★	Filter ~			
\sim	Folders					

- 3. Click Mail
- 4. Click Forwarding
- 5. Enter your personal email address in the field labeled "Forward my email to: "
- 6. CHECK Enable Forwarding
- 7. CHECK Keep a copy of forwarded messages
- 8. Click Save

Settings	Layout	Forwarding	×
 ✓ Search settings ✓ General ✓ Mail ✓ Calendar x^Q People 	Compose and reply Attachments Rules Sweep Junk email	You can forward your email to another account. Forward my email to: Example@gmail.com Keep a copy of forwarded messages	
View quick settings	Customize actions Sync email Message handling Forwarding		
	Automatic replies S/MIME Groups		Savo