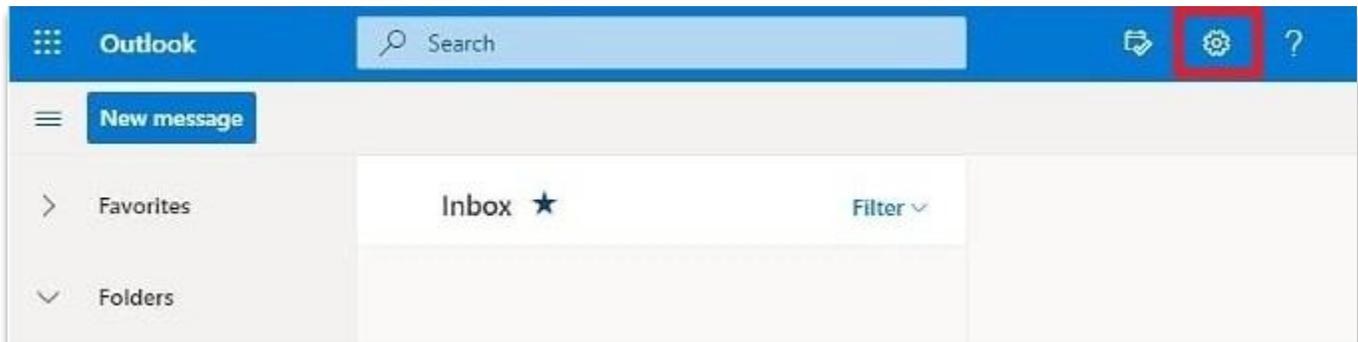


# Forwarding Student Email to Personal Email Address

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



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**

