



Forwarding Student Email

- Login to your student email account at <https://outlook.office365.com>
- Click the Options icon, gear in the upper-right hand corner



- Click Mail
- Click Forwarding
- Click Start Forwarding
- Enter the email address you wish to forward to
- If you want to keep a copy of the messages that are being forwarded, you must check the box under your email address. Otherwise, your WCU inbox will delete all messages after forwarding them.

NOTE: Please understand that if you choose to forward your mail to an address external to WCU, you are still responsible for any and all messages sent directly to your WCU account regardless of whether or not you receive them in your external mailbox. We are not responsible for messages that do not reach your external account as we cannot control the activities of external mail hosts and can only ensure delivery to mailboxes hosted on our servers.