

# Office 365 Email Forwarding

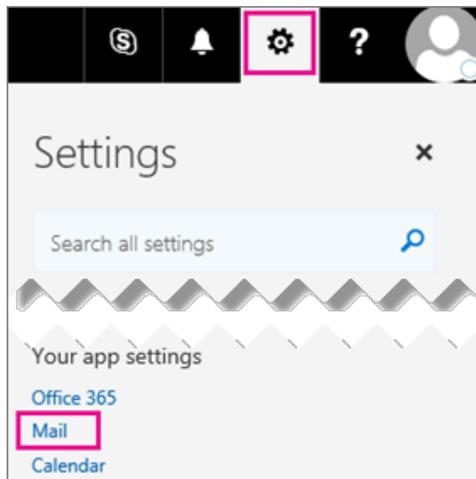
From DMAC to Lynn University



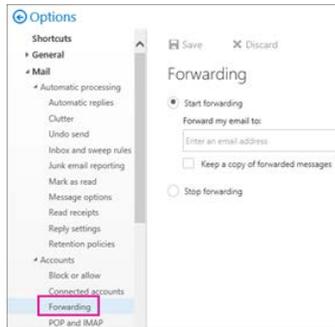
*Applies To: Office for business Outlook Web App for Office 365*

It is easy to set up forwarding so email sent to your DMAC Office 365 account automatically goes to your Lynn University Office 365 account.

1. Sign in to Office 365 at [www.office.com/signin](http://www.office.com/signin). Log in with your DMAC account.
2. At the top of the page, choose **Settings**  > **Mail**.



3. Choose **Forwarding**.



4. You can forward email to one other account. Type your Lynn.edu email address.

5. Click Save.

*Students: your Lynn email is your myLynn username followed by @email.lynn.edu*

Save Discard

## Forwarding

Start forwarding

Forward my email to:

myemail@email.lynn.edu X

Keep a copy of forwarded messages

Stop forwarding

*Staff / Faculty: your Lynn email is your myLynn username followed by @lynn.edu*

Save Discard

## Forwarding

Start forwarding

Forward my email to:

myemail@lynn.edu

Keep a copy of forwarded messages

Stop forwarding