The following instructions will forward an exchange online mailbox account:

2. Enter your University of Akron email address and press either the ENTER or TAB key.
3. You will be prompted to enter your password and click Sign In.
4. The Outlook Web App (OWA) page displays.
5. Click the Settings icon in the upper right and select Options.
6. A list of options displays in the left side of the page. Under the subheading “Accounts”, select “Forwarding”.
SET FORWARDING FOR EXCHANGE ONLINE MAILBOX

7. The “Start Forwarding” option should be selected by default. Enter the email address where you wish to forward your mail. The forwarding email address CANNOT be an alias – it must be an actual email address. If an alias is specified, this will cause a loop resulting in no mail being delivered.

NOTE: The University’s Records Retention policy applies to electronic documents such as emails. If you are forwarding your email to another host, you are still responsible for compliance with this policy (see link below). Keeping a copy of the message in Office 365 may assist with this requirement.

http://www.uakron.edu/ogc/legal-policies-and-procedures/records/records-retention.dot

NOTE: If you previously forwarded mail for your Exchange Online mailbox and wish to “undo” the forwarding, follow the same steps, except select the box to “Stop Forwarding”.

![Save Discard](image)