
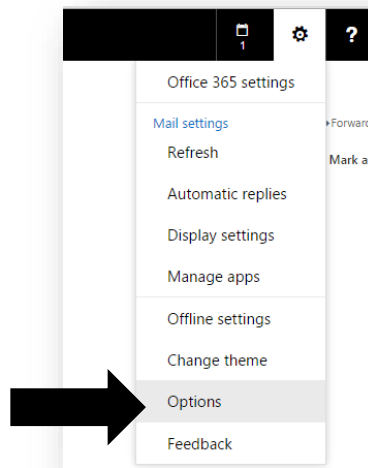


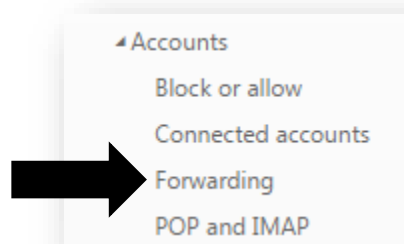
SET FORWARDING FOR EXCHANGE ONLINE MAILBOX

The following instructions will forward an exchange online mailbox account:

1. Open a web browser and navigate to <https://login.microsoftonline.com>.
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**”.

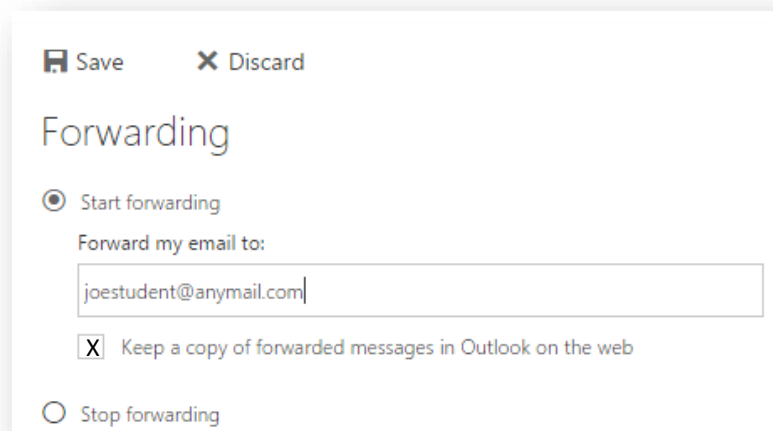


SET FORWARDING FOR EXCHANGE ONLINE MAILBOX

7. The “**Start Forwarding**” option should be selected by default. Enter the email address where you wish to forward you 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>



The screenshot shows the Outlook 'Forwarding' settings dialog box. At the top, there are 'Save' and 'Discard' buttons. The title is 'Forwarding'. There are two radio button options: 'Start forwarding' (which is selected) and 'Stop forwarding'. Below the 'Start forwarding' option, there is a text input field labeled 'Forward my email to:' containing the email address 'joestudent@anymail.com'. Below the input field, there is a checked checkbox labeled 'Keep a copy of forwarded messages in Outlook on the web'.

*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**”.*