

# How to forward school email to personal email?

*How to forward email*

- ✓ How to forward email in Outlook

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1. At the top of the page, select **Settings**  > **View all Outlook settings**.

2. Select **Mail** > **Forwarding**.

3. Do one of the following:

- To turn on forwarding, select **Start forwarding**, enter the forwarding email address and select **Save**.

**Note:** Select the **Keep a copy of forwarded messages** check box if you want a copy of the original message to remain in your mailbox.

- To turn off forwarding, select **Stop forwarding** and select **Save**.

