**Forwarding USA.edu Email**

**Issue/Environment/User Role**

These instructions are to facilitate Students, Faculty, and Staff of the University of St. Augustine forward their USA.edu emails to an alternate email.

**Cause**

The user would like to forward their USA.edu emails to an alternate email (someone else’s email, their personal email, etc.)

**Resolution**

1. Sign into USAHS Webmail (outlook.com) using USA.edu email and email password.
2. Click the “Settings” icon near the top right corner of the screen:



1. Select “View all Outlook settings” at the bottom of the settings pop-up menu:



1. Select the “Mail” option and the “Forwarding” option:



1. Checkmark the “Enable forwarding” option and enter the email address where you would like your USA.edu emails forwarded to.