Title: A Guide to Forwarding Your Email

Task:

Forward Your Email

Instructions:

1. Sign in to Office 365/Wumail at https://wumail.widener.edu
2. Click the Settings "gear" icon at the top right
3. Click View all Outlook settings at the bottom
4. Select Mail in the left column
5. Select Forwarding in the next column
6. Check the box for Enable forwarding
7. Type the recipient email aqddress
8. ITS recommends to check the box to Keep a copy…
9. Click Save at the bottom of the screen