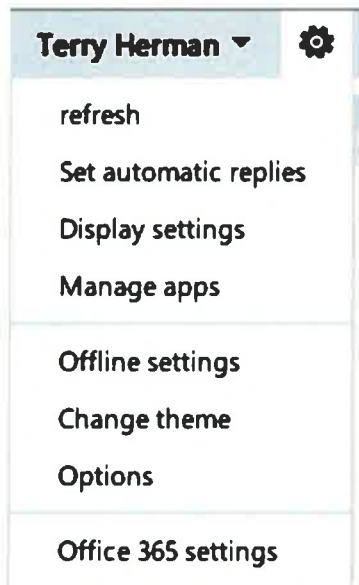


## Forwarding Zane State College email to your personal or other school email account:



- >> Click on the little gear icon
- >> Choose Options
- >> Choose the "Forward your email" link under the... shortcuts to other things you can do menu (right side of the screen)

### shortcuts to other things you can do

- [See email from all your accounts in one place](#)
- [Set up an automatic reply message](#)
- [Connect your mobile phone or device to your account](#)
- [Connect Outlook to this account](#)
- [Forward your email](#)
- [Change your password](#)
- [Import your contacts from an existing email account](#)

## forwarding

Forward my email to:

Keep a copy of forwarded messages in Outlook Web App

>> Type the email address you want to forward your Zane State College email to and click the "start forwarding" button.