

# Outlook Web App: Set Forwarding Address

1. Go to <http://outlook.washburn.edu>
2. Sign in with your Washburn email address and password
3. Click on **Outlook**
4. Click the **Gear icon** in the upper right
5. Scroll down and click the **View All Outlook Settings** link
6. Click **Mail** in the left column
7. Click **Forwarding** in the center column
8. Check the box to **Enable forwarding** and enter the email address
9. Check the box to retain a copy in your account, if you choose.