

# Accounts

## How do I forward an email?

### Students:

1. log into mail.my.yorku.ca.
2. Click on the gear icon below your username on the top right of the page.
3. Select **settings**.
4. Click on the **Forwarding and POP/IMAP** tab.
5. Click on **Add a forwarding address**.
6. Enter a new forwarding email address and press **Next**.
  
7. A confirmation link will be sent to that address. Log into that account and click on the confirmation link.
8. Mail destined to your York address is now being forwarded to that email. Previous emails will not be forwarded.

### Faculty/Staff:

1. Go to office.com and log in using your Passport York username, followed by @yorku.ca (ex. jsmith@yorku.ca). Enter your Passport York password.
2. Click on **Outlook** on the top bar of the page.
3. Click on the gear icon near your username on the top right of the page.
4. Click on **Mail**, close to the bottom of the page.
5. On the left folder pane, near the middle, select **forwarding**.
6. Click on **Start forwarding** and enter the desired email address to which you would like to forward.
7. Click the **save** icon.
8. Mail destined to your York address is now being forwarded to that email. Previous emails will not be forwarded.

Unique solution ID: #1056

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