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.

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