

How to forward emails to your personal account if preferred:

- 1) Sign into Outlook.com mail (MHPsd website > Staff > Email log in)
- 2) Click the settings gear in the upper-right corner. Scroll down to the bottom of the sidebar that appears and select View all Outlook settings.
- 3) On the resulting screen, make sure you have **Mail** selected at the far left, then browse to the **Forwarding** tab. At this point, you may need to verify your account before moving on.
- 4) On the **Forwarding** page, tick the **Enable forwarding** option and enter the email address you want to forward to. If you check **Keep a copy of forwarded messages**, they'll stay in your Outlook inbox as well.
- 5) Click **Save** at the bottom to complete the process. That's all it takes to forward emails from Outlook's web app to Gmail or another service. To disable forwarding, simply come back to this page, uncheck the **Enable forwarding** box, and hit **Save** again.