

# Forwarding Emails from Outlook

## Step One

Go to Myfau.edu. Log in using the MyFAU box, or click “forgot ID/password” or “Activate account.”

The screenshot shows the MYFAU portal homepage. At the top, the text reads "MYFAU The online portal for the FAU Community PICK YOUR EXPERIENCE". Below this are several navigation options: "MYFAU" (for students, alumni, faculty, or staff), "GUEST" (for prospective students, family, or community members), "Forgot my FAUNet ID or Password", "Account Self-Service" (to manage the FAU account), and "Activate your FAU Account". There are also sections for "CORONAVIRUS (COVID-19) UPDATES", "KEEP LEARNING", and "NEED HELP?". A red arrow points to the "MYFAU" box, and another red arrow points to the "Forgot my FAUNet ID or Password" and "Activate your FAU Account" boxes. A third red arrow points to the "NEED HELP?" box. A red box highlights the "Forgot my FAUNet ID or Password" and "Activate your FAU Account" boxes, with a text box next to it stating: "Click one of these boxes if you have forgotten your ID/password or have not yet activated your account."

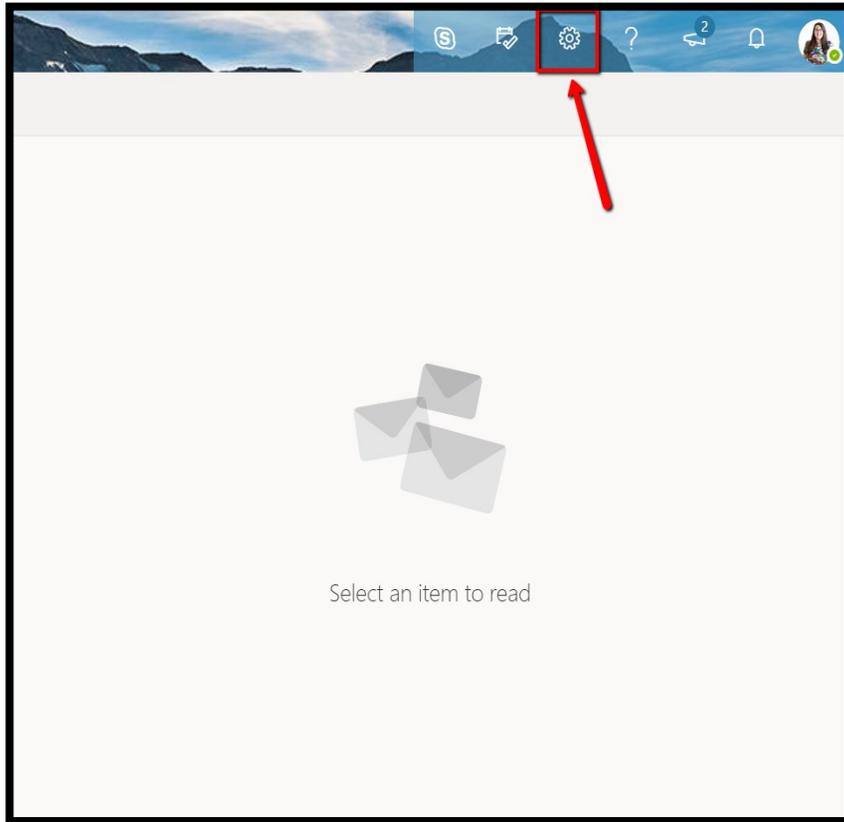
## Step Two

Once signed in, click the Outlook icon.

The screenshot shows the MYFAU dashboard after signing in. The top navigation bar includes "MYFAU" and "OUTLOOK". The dashboard is divided into several sections: "FAU SELF-SERVICE" (for registering, course schedules, and fees), "MY INFO" (for Z Number and more), "CANVAS", "STUDENT COWL MAIL", "FACULTY & STAFF LOUNGE" (for tools, resources, and news), "NEWS DESK", "SUCCESS NETWORK", "DEGREE AUDIT", "MyPOS", "Virtual Research in Action: The Male Brain vs. the Female Brain", "GOOGLE CALENDAR", "GOOGLE DRIVE", and "SPOT". A red arrow points to the "OUTLOOK" icon in the top navigation bar.

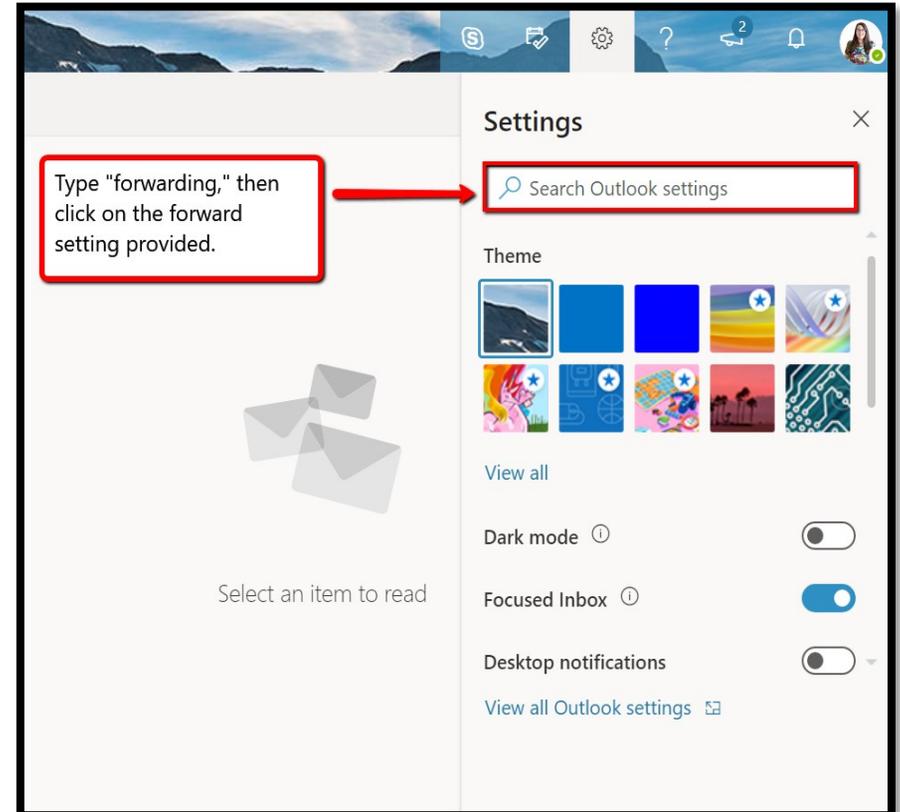
### Step Three

Within your email account, look for a gear icon (or settings icon).



### Step Four

Within the search box, type "forwarding," then choose the setting provided in the results.



## Step Five

Within the Forwarding setting, click “enable forwarding,” then enter an email address. If you would like to keep a copy of the forwarded message, click the box, otherwise click “save.”

That’s it!

The screenshot shows the Outlook 'Forwarding' settings page. On the left, the 'Settings' sidebar is visible with 'Mail' selected and 'Forwarding' highlighted in the sub-menu. The main content area is titled 'Forwarding' and contains the following elements:

- A search box for settings.
- A list of settings categories: Layout, Compose and reply, Attachments, Rules, Sweep, Junk email, Customize actions, Sync email, Message handling, **Forwarding**, Automatic replies, Retention policies, and S/MIME.
- The 'Forwarding' section header with a close button (X).
- The instruction: "You can forward your email to another account."
- The checkbox "Enable forwarding" is checked, with a red arrow pointing to it.
- The label "Forward my email to:" is above a text input field containing "Enter an email address", with a red arrow pointing to the field.
- The checkbox "Keep a copy of forwarded messages" is unchecked.
- A red callout box contains the text: "Enable forwarding, then enter an email address. Click 'save.'"
- At the bottom right, the "Save" button is highlighted with a red box and a red arrow pointing to it, next to the "Discard" button.