

Forwarding your HYMS email to another Mail address


Considerations before you use e-mail forwarding

Modern Windows/Mac/iOS/Android mail applications can manage multiple e-mail accounts, with the ability to for mail from multiple sources to be merged into one super inbox. You can also reply from the correct mailbox therefore reducing confusion from the recipient of your e-mails or recipients treating your e-mail as spam

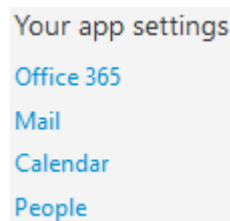
When you forward e-mail you are increasing the risk that the mail message will not get through to the mailbox you are forwarding too as it is going through additional routes and SPAM filters. If your HYMS mailbox is critical we would never recommend mail forwarding.

Setting up forwarding via Outlook webapp for Office 365 mail.

Login to <https://outlook.office.com>

Click on the  button on the top left-hand side of the Outlook webapp.


At the bottom of **Settings** you should see:



Click on the **Mail**

On the left hand side of the webapp you will get a  **Options** menu

Under **Mail** and **Accounts** click on **Forwarding**.

Then enter the e-mail you want to forward your HYMS mail to and click on the  **Save** button. As shown below

 **Save**  **Discard**

Forwarding

Start forwarding

Forwards my email to:

Keep a copy of forwarded messages

Stop forwarding

Make sure you get a colleague to send you an e-mail to test the forwarding is working.