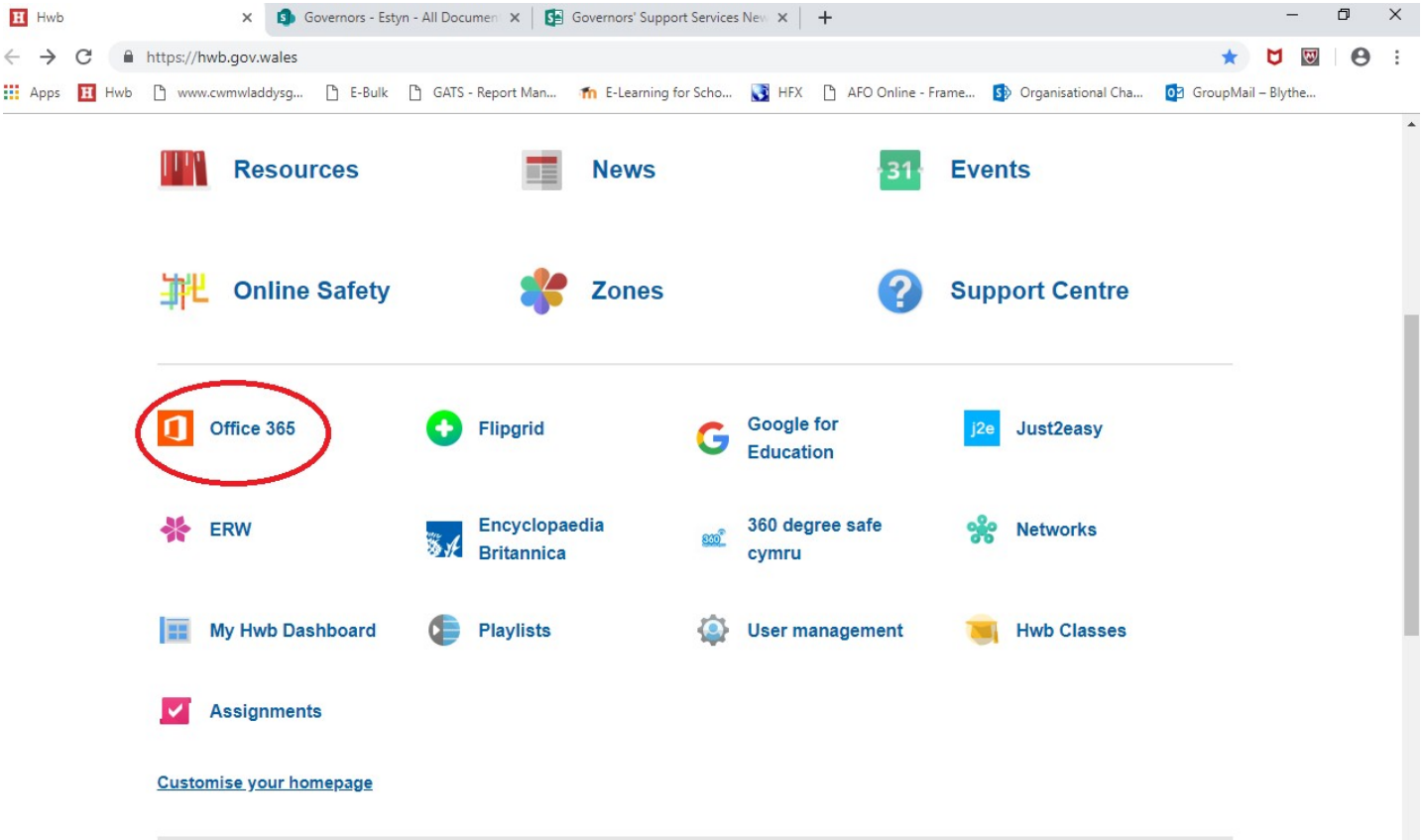
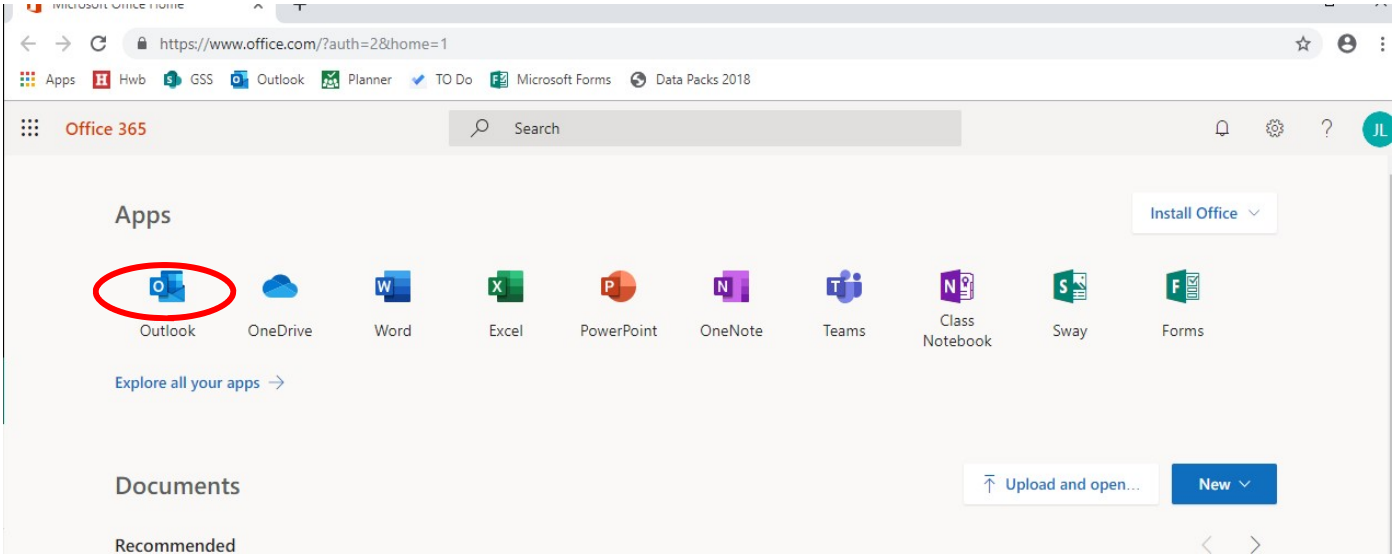
Setting up an ‘auto-forward’ rule for your Office 365 email account

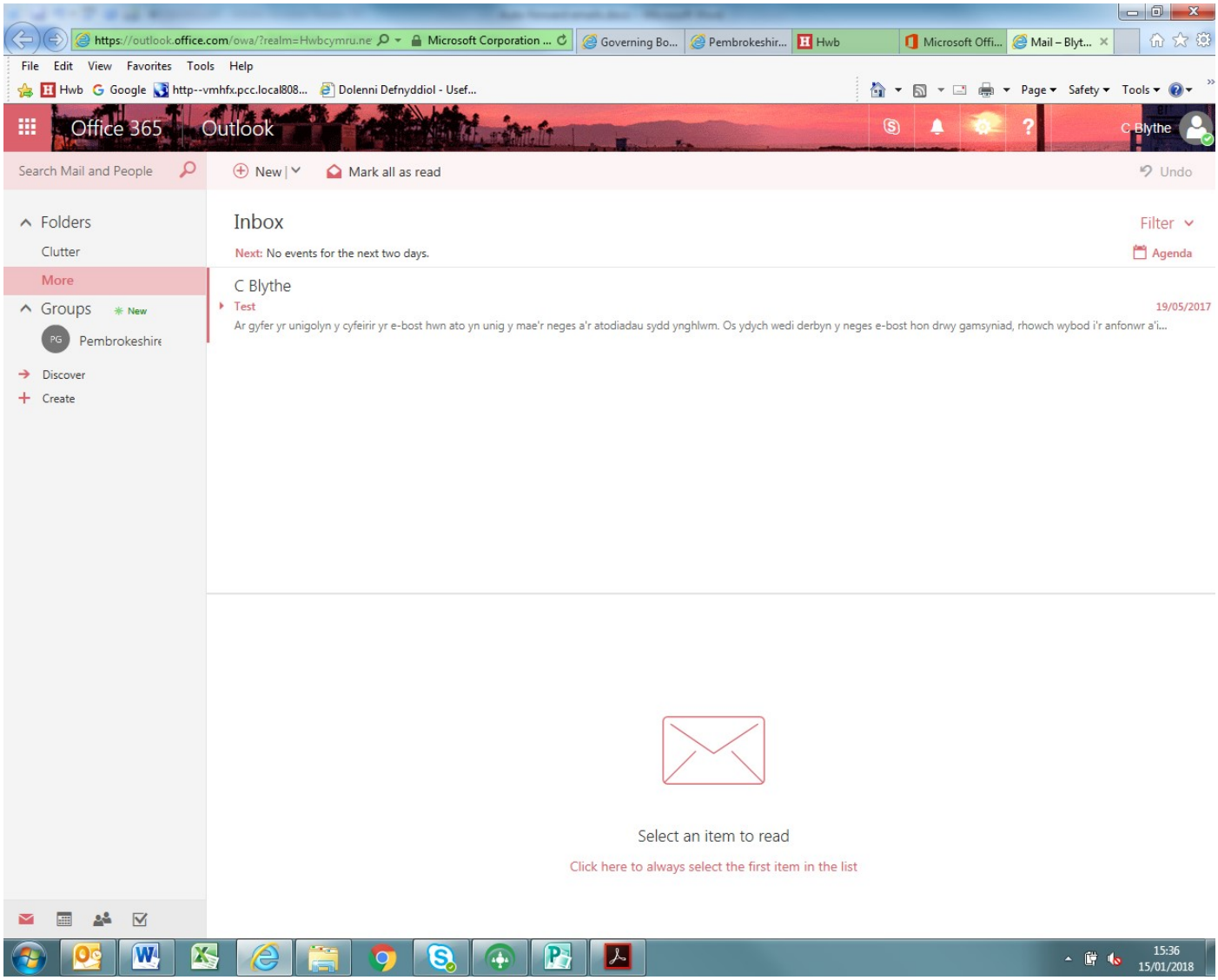


Whilst logged onto Hwb, go to your Office 365 email account.

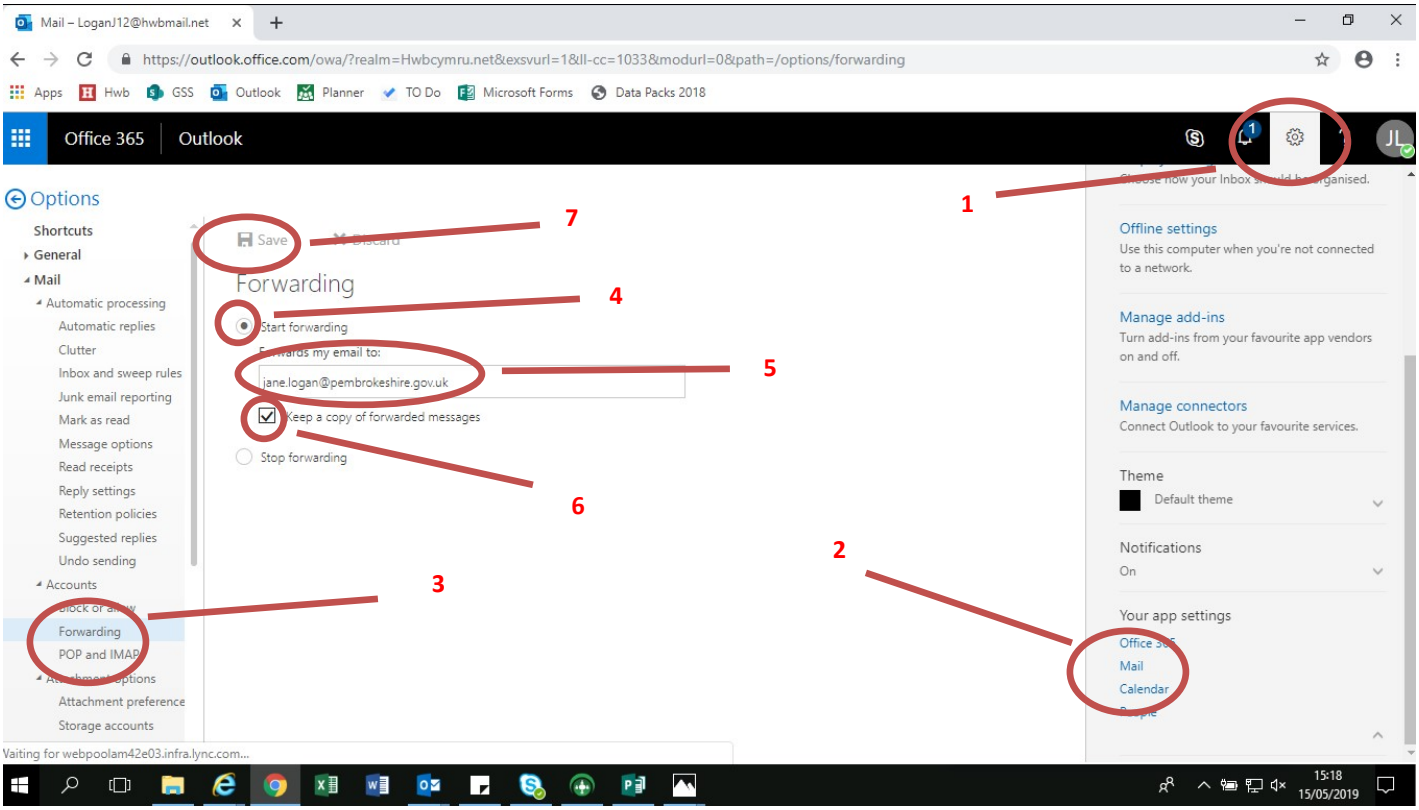
From the Hwb homepage click the ‘Office 365’ icon (see above)



You should see this screen. Click on 'Mail'



You will then be directed to your Hwb inbox (above)



From here, click on the ‘Settings’ icon (1) in the top right of the screen
A list of settings will appear on the right.

Near the bottom of the list, click on ‘Mail’ (2)
A list of options will now appear on the left of the screen.

Under the heading ‘Accounts’, approx. half way down the list, click on ‘Forwarding’ (3).

Tick the ‘Start forwarding’ option (4) and enter the email address that you would like your Hwb emails to be forwarded to (5)

Tick save a copy of forwarded messages (6)

Click Save (7) and you’re done!