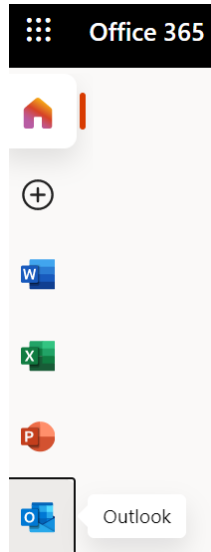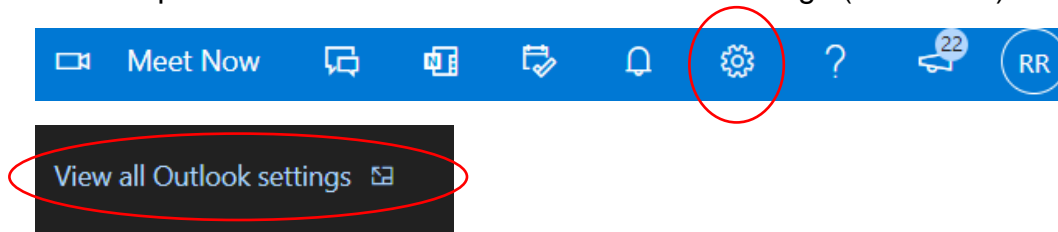# How to forward WSU Tech Email to Personal Email

1. Go to Office.com, log in and select Outlook:

2. Select Options wheel icon then View all Outlook settings (see below):

3. Select Forwarding in the menu then fill out forwarding info and save: