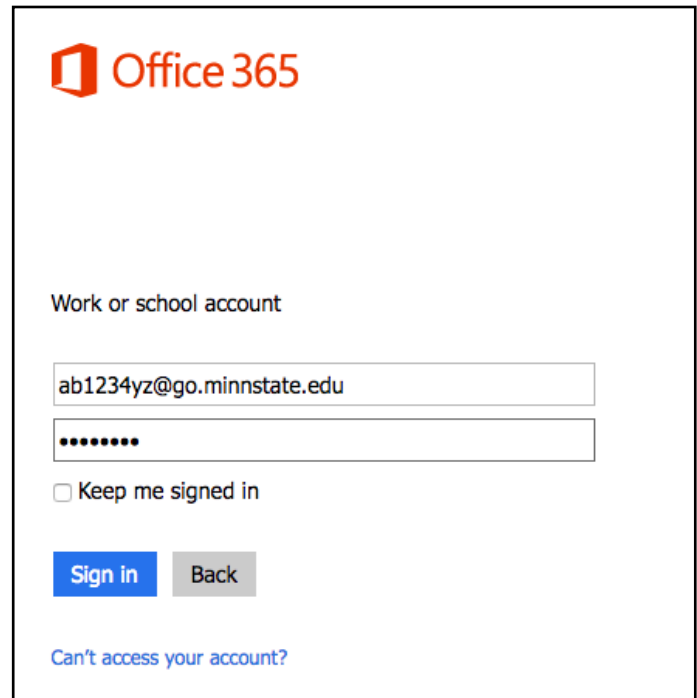


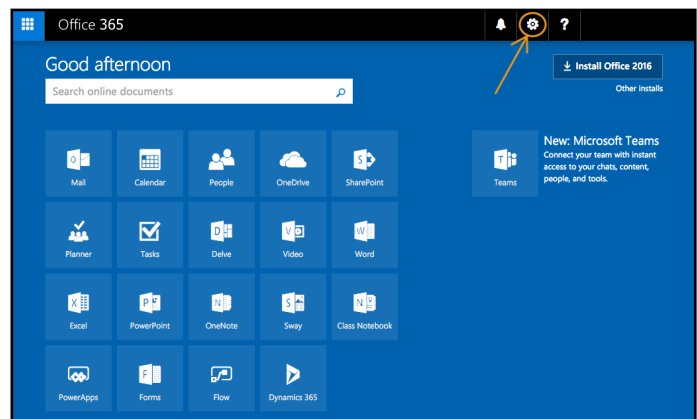
Forwarding your Email from Office 365

1) Access www.portal.office.com and enter your Minnesota State Username and Password

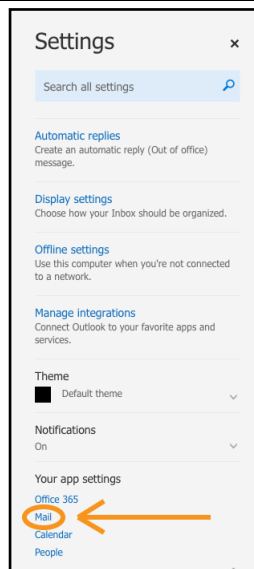
Username: <YourStarID>@go.minnstate.edu
Password: <Your StarID Password>



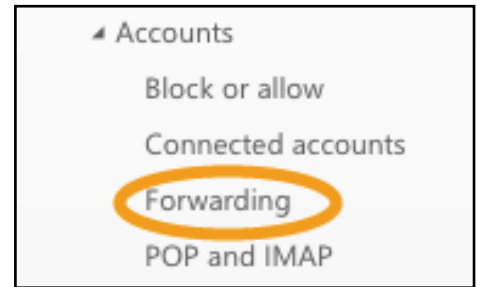
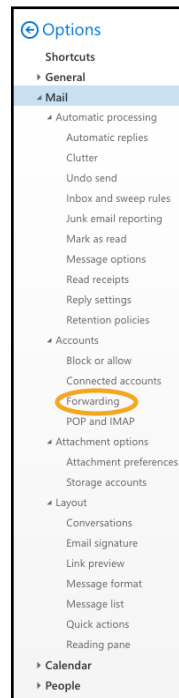
2) Find and click on the cogwheel once you access your Email, its located at the top right of the browser window.



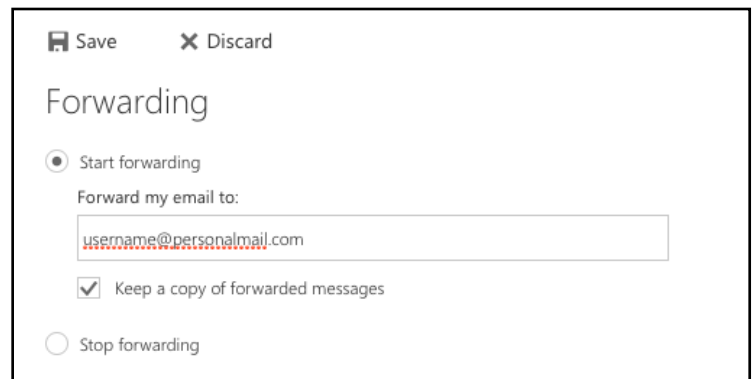
3) From the drop down menu look down to the bottom for "Your App Settings" and click on Mail.



4) On the left side of the browser window, click on “Forwarding” under “Accounts”.



5) After clicking the “Start Forwarding” button, add the Email you wish to forward your school email to the box. We also recommend you check the option to leave a copy on the server. Confirm everything is correct, then click save.



All future e-mail to your Southcentral account should start forwarding to your alternate e-mail account. We still recommend you log into your Office 365 account from time to time to check to see that you have not missed an important e-mail. If you have any questions or need help with these directions please contact the South Central College IT Help Desk at 507-389-7280 or via helpdesk@southcentral.edu



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