

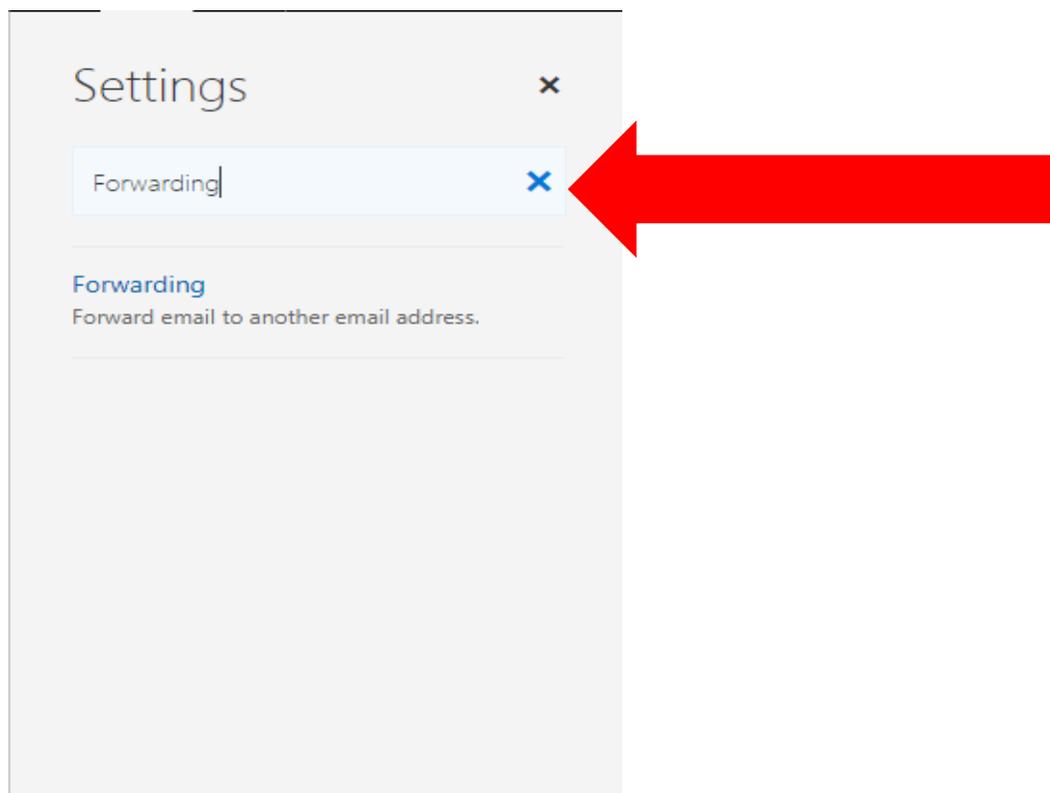
How to Forward your Peralta email to a Personal Email

1. Click on Gear icon at the Top right corner of your Peralta Email.



Select an item to read
to always select the first item in the list

2. On the search bar type in Forwarding, then Click on Forwarding



3. On the Forwarding setting click on **Start Forwarding**, then put in your personal email. Hit **Save** at the top.

The screenshot shows the Outlook 'Options' window. On the left is a navigation pane with a blue header 'Options' and a back arrow. The 'Mail' section is expanded, and 'Forwarding' is highlighted in blue. Other options include Shortcuts, General, Automatic processing, Accounts, Block or allow, Connected accounts, POP and IMAP, Attachment options, Layout, Calendar, and People. On the right, the 'Forwarding' settings are displayed. At the top are 'Save' and 'Discard' buttons. Below is the title 'Forwarding'. There are two radio button options: 'Start forwarding' (unselected) and 'Stop forwarding' (selected). Under 'Start forwarding', there is a text input field labeled 'Forward my email to:' with the placeholder text 'Enter an email address'. Below this is a checkbox labeled 'Keep a copy of forwarded messages' which is currently unchecked.