

copy of forwarded

messages".

## Forward Your Peralta Email to Another Email Account

Apps O Search apps 1. Go to student.peralta.edu and log in to the Student Bookings Class Notebook **....** Calendar Canvas N 😫 Portal. DH Dynamics 365 X CurriQunet Delve Excel 2. Click on the "Outlook" 0 Flow Forms Office Desktop Ins.. Kaizala app. OneNote OneDrive Outlook People ф ::: Outlook ŝ 𝒫 Search 3. Click on Settings Icon + New message 🛆 Mark all as read 🥠 Undo ≡ ⊘ ∐ Focused ☐ Other 23 Filter ~ Favorites FUIT weatum compact Conversation view () 4. Scroll to the bottom and Newest messages on top click on "View all Outlook Newest messages on bottom settings" View all Outlook settings 5. Click on "Mail" and then Save Settings Forwarding Discard "Forwarding" to type a Layout Search settings Compose and reply You can forward your email to another account. new email address. Attachments Enable forwarding Rules Forward my email to: 🖾 Mail 6. Add your email to in the Sweep m.shaughnessy@gmail.com Calenda "Forward my email to:" Junk email Keep a copy of forwarded messages g<sup>q</sup> People Customize actions box View quick settings Sync email 7. Click on "Enable Forwarding forwarding" and "Keep a

> Retention policies S/MIME