
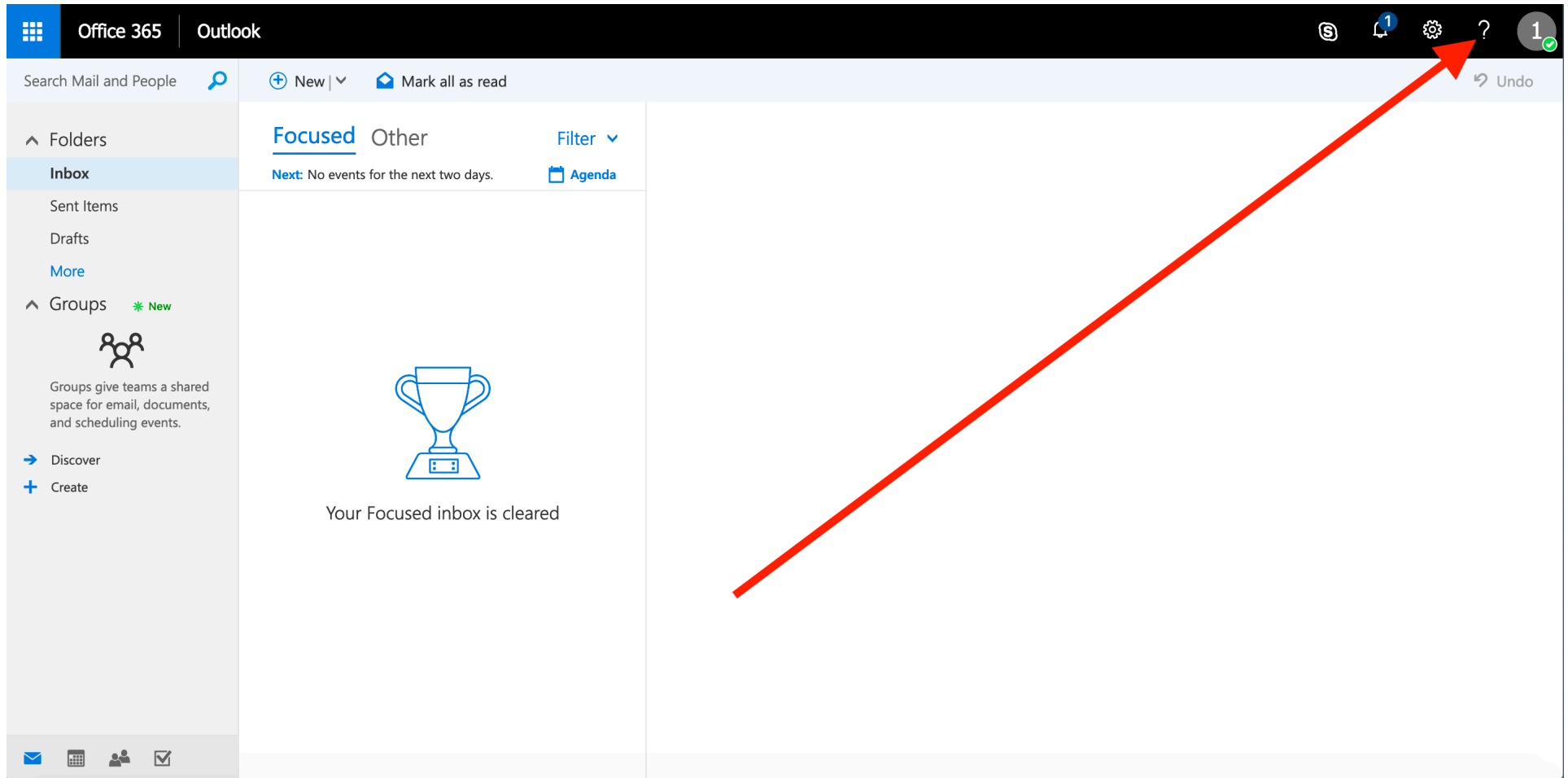


Forward your Peralta email

Forward your Peralta email to your personal email account (Gmail, Outlook, Yahoo!, etc.) by following the easy steps below:

Step 1: Login to the Peralta Portal at <http://student.peralta.edu>  (<http://student.peralta.edu/>) and [login to your Peralta email account \(https://peralta.instructure.com/courses/442/pages/help-getting-student-email-help?module_item_id=45949\)](https://peralta.instructure.com/courses/442/pages/help-getting-student-email-help?module_item_id=45949). Once you are in your email inbox, click the **question mark** in the upper right hand corner.



Step 2: Type the word **forwarding** in the search box.

The screenshot shows the Microsoft Outlook web interface. The top navigation bar includes 'Office 365' and 'Outlook'. The left sidebar shows the 'Folders' pane with 'Inbox' selected. The main content area displays 'Focused' and 'Other' tabs, with a message 'Next: No events for the next two days.' and a 'Filter' dropdown. A large red arrow points from the bottom left towards the 'forwarding' link in the right-hand pane. The right-hand pane is titled 'Help' and contains a search bar, a list of 'forwarding' links, and a section titled 'Actions (1)' with a link to 'Forwarding' (Forward email to another email address.). Below this is a section titled 'Help (28)' with several links related to forwarding, including 'Prevent forwarding of a meeting - Ou...', 'Create, reply to, or forward email mes...', 'Turn on automatic forwarding in Outlo...', 'Connect email accounts in Outlook o...', and 'Connected accounts is no longer sup...'.

Step 3: Click the blue **“Forwarding”** link below.

The screenshot shows the Microsoft Outlook web interface. The top bar includes the Office 365 logo, the word 'Outlook', and navigation icons. The left sidebar shows the 'Folders' pane with 'Inbox' selected. The main pane displays 'Focused' and 'Other' tabs, with a message stating 'Your Focused inbox is cleared' accompanied by a trophy icon. The right-hand pane is open to the 'Help' section, showing a search bar with 'forwarding' entered. Below the search bar, the 'Forwarding' article is visible under the 'Actions (1)' section. A red arrow originates from the trophy icon in the main pane and points to the 'Forwarding' article in the help pane.

Step 4: Click **“Start forwarding.”**

Office 365 | Outlook

Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding**
 - POP and IMAP
 - Attachment options
 - Layout
 - Clean up mailbox
- Calendar
- People

Save Discard

Forwarding

☒ Start forwarding

Forward my email to:

Enter an email address

☐ Keep a copy of forwarded messages

☐ Stop forwarding

Help

forwarding

Actions (1)

[Forwarding](#)
Forward email to another email address.

Help (28)

Prevent forwarding of a meeting - Ou...
The option to allow forwarding is turned on ...

Create, reply to, or forward email mes...
Creating a message in Outlook on the web i...

Turn on automatic forwarding in Outlo...
Turn on automatic forwarding in Outlook on...

Connect email accounts in Outlook o...
For more information, see Turn on or off au...

Connected accounts is no longer sup...
For more information, see Turn on or off au...

Step 5: Enter your **personal email address** in the box.

Office 365 | Outlook

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Save Discard

Forwarding

☒ Start forwarding

Forward my email to:
student@gmail.com

☐ Keep a copy of forwarded messages

☐ Stop forwarding

Help

forwarding

Actions (1)

[Forwarding](#)
Forward email to another email address.

Help (28)

- Prevent forwarding of a meeting - Ou...
The option to allow forwarding is turned on ...
- Create, reply to, or forward email mes...
Creating a message in Outlook on the web i...
- Turn on automatic forwarding in Outlo...
Turn on automatic forwarding in Outlook on...
- Connect email accounts in Outlook o...
For more information, see Turn on or off au...
- Connected accounts is no longer sup...
For more information, see Turn on or off au...

Step 6: Click **“Save.”**

Office 365 | Outlook

Options

Shortcuts

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Save Discard

Forwarding

☒ Start forwarding

Forward my email to:

student@gmail.com

☐ Keep a copy of forwarded messages

☐ Stop forwarding

Help

forwarding

Actions (1)

[Forwarding](#)
Forward email to another email address.

Help (28)

Prevent forwarding of a meeting - Ou...
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