Redirecting (Forwarding) e-mail to the address you usually use

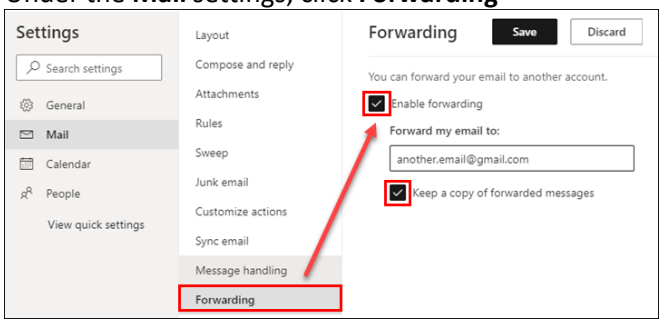
McGill OUTLOOK
https://outlook.com/mcgill.ca

Adapted from: http://kb.mcgill.ca/#tab:homeTab:crumb:8:artId:5908:src:article

Begin forwarding your mail from your McGill e-mail address to the e-mail address you normally use

1. Go to the **Outlook.com** web interface at https://outlook.com/mcgill.ca; sign in using your **McGill e-mail address** and Password (firstname.lastname@mail.mcgill.ca)
2. Click the gear icon in the top right corner, and, at the bottom of the **Settings** pane, click **View all Outlook settings**.

3. Under the **Mail** settings, click **Forwarding**



   Check the box labeled **Enable forwarding**, and enter the email address to which you want your mail forwarded.

4. Click **Save**.

Your mail should now be forwarded (redirected) to the address you specified. You may want to do a test to see if mail sent to your McGill mail account is received at the forwarded account; if not, it may mean that the external mail provider does not accept forwarded messages.