

## Email forwarding from your SAS Account: Office 365

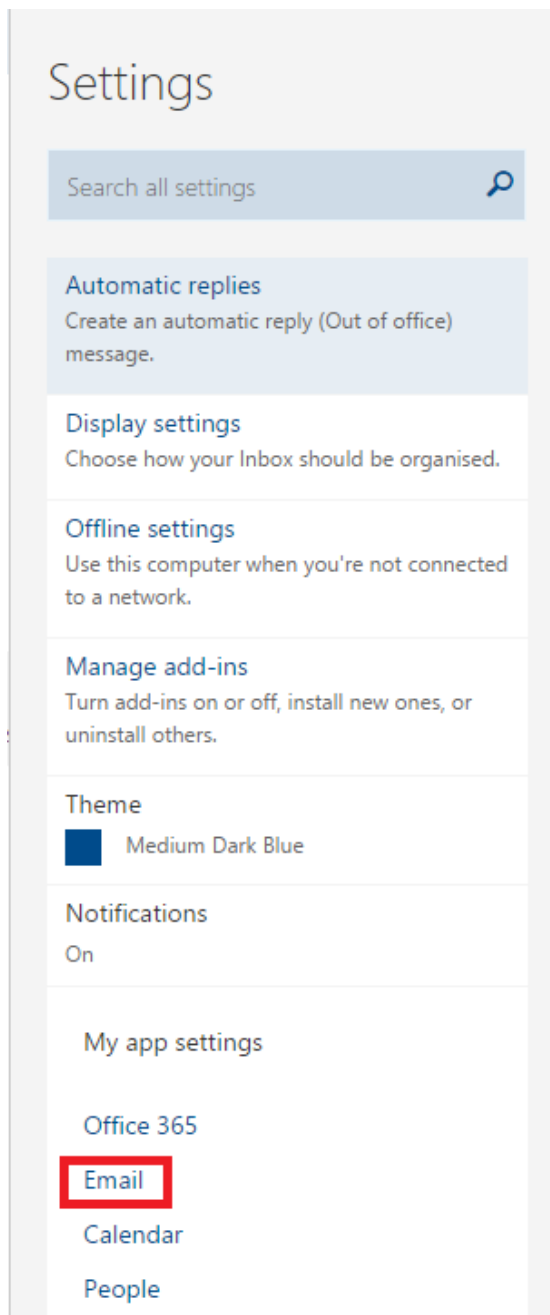
This brief guide will explain how to forward your SAS email from within the University of London Office 365 portal.

Login to your SAS email account as per normal through the portal at [login.microsoftonline.com](https://login.microsoftonline.com)

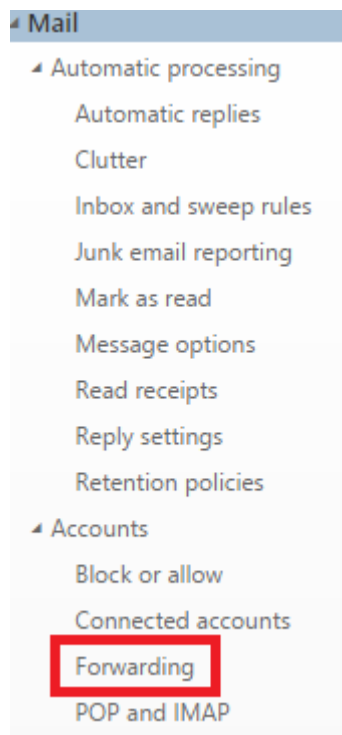
Click the cog icon in the top right corner of your email screen to access your email settings.



In the drop down menu that appears choose **Email** from the list of options:



Next, select **Forwarding** from the under the Accounts sub-heading in the Mail options list:



The following screen will appear:

 Save     Discard

## Forwarding

Start forwarding

Forwards my email to:

Keep a copy of forwarded messages

Stop forwarding

Choose the **Start Forwarding** option and enter the alternative email address that you would like your emails forwarded to.

Click the **Save** button at the top to complete the forwarding process. Any email sent to your sas.ac.uk address will now automatically be forwarded to your alternative email address.

More information about Computer and Email Services can be found on the School of Advanced Study website at: [sas.ac.uk/graduate-study/resources-students/computing-and-email-facilities](https://sas.ac.uk/graduate-study/resources-students/computing-and-email-facilities)