

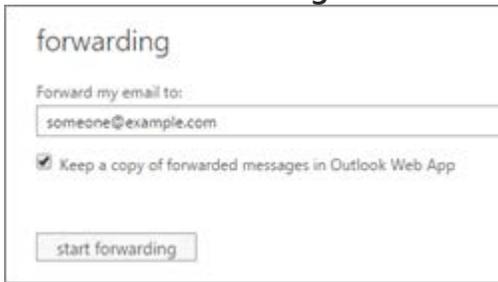
Set email forwarding for your account

1. Sign in to www.Keyanomail.ca
2. At the top of the page, choose **Outlook** (or **Mail**). Or, choose the **app launcher**  > **Mail**.



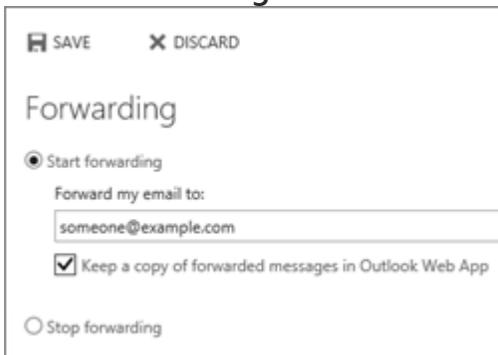
3. At the top of the page, select **Settings**  > **Options**, and then select one of the following:
 - **Account** > **Connected accounts**
- OR
- **Mail** > **Accounts** > **Forwarding**
 4. Do one of the following, depending on the options you see:
 - Under **Forwarding**, enter the *email address* you want to forward your Outlook Web App email to, set or clear the **Keep a copy of forwarded messages** check box, and then

select **Start forwarding**.



OR

- o Select **Start forwarding**, enter the *email address* you want, set or clear the **Keep a copy of forwarded messages in Outlook Web App** check box, and then select **Save**.



Stop email forwarding

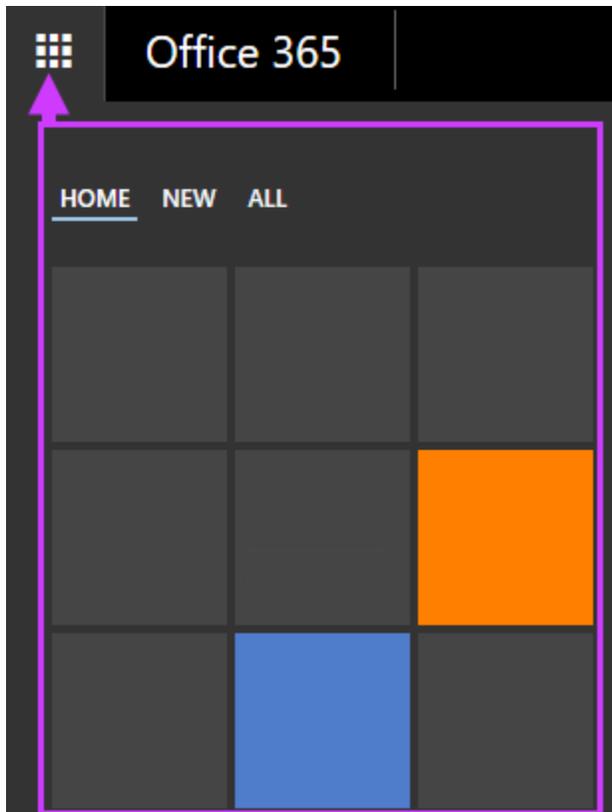
1. In Outlook Web App, select **Settings**  > **Options** > **Account** > **Forwarding** (or **Mail** > **Accounts** > **Forwarding**).
2. Select **Stop forwarding**.

Change email forwarding settings

After you've set up email forwarding, you may want to change the address your email should be forwarded to.

You may also want to change the setting for keeping a copy of your email in your mailbox.

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2. At the top of the page, choose **Outlook** (or **Mail**). Or, choose the **app launcher**  > **Mail**.



3. At the top of the page, select **Settings**  > **Options**, and then select one of the following:
 - o **Account > Forwarding**
- OR
- o **Mail > Accounts > Forwarding**
4. Do one or both of the following:
 - o To change the email address your mail should be forwarded to, in the **Forward my email to** box, edit the email address.
 - o To change the setting for keeping a copy of messages in your mailbox, select or clear the **Keep a copy of forwarded messages** check box.

5. Select **Save**.