

## Forwarding ODU Email

Step 1: Log into your ODU Email account through the following link:  
[outlook.com/ohiodominican.edu](https://outlook.com/ohiodominican.edu)

Step 2: In the top right hand corner of the screen, you will find a settings button.



Step 3: Select “View all Outlook settings.”

Step 4: Select “Forward your email”.

Step 5: You will type in the email that you want your emails forwarded to in the box that says the following:

forwarding

Forward my email to:

Keep a copy of forwarded messages in Outlook Web App

start forwarding

Step 6: After you’ve entered the email address, click “Start forwarding.”