Microsoft Office 365 Outlook Web App (OWA)
Forwarding Email to Another Email Account

Fall 2014, Version 2.0

Cal State L.A. uses email as one of the official means of communicating information to students, faculty, and staff. This handout provides instructions on how to customize Microsoft Office 365 Outlook Web App (OWA), the official Cal State L.A. web-based email system, to automatically forward all Cal State L.A. email to a user’s personal email account (e.g., Gmail, Outlook.com, Yahoo! Mail).

To forward email to another email account:

1. Launch a web browser, log into the myCSULA Portal (http://mycsula.calstatela.edu) with your myCSULA Identity account, and then click the email icon on the QuickLaunch menu to launch Office 365 OWA.
   NOTE: Alternatively, you can launch a web browser and log into Office 365 OWA (http://mymail.calstatela.edu) with your myCSULA Identity account.
2. If necessary, click Outlook on the Navigation bar located at the top of the page.
3. Click the Settings icon on the right side of the Navigation bar, and then click Options on the menu (see Figure 1). The Options page displays.

4. In the left pane, expand MAIL, expand Accounts, and then click Forwarding. The Forwarding page displays (see Figure 2).
5. In the right pane, select the Start forwarding option.
6. In the Forward my email to box, enter the email address to which you want to forward all your email.

   NOTE: If you want to keep a copy of all forwarded messages in your OWA mailbox, select the Keep a copy of forwarded messages in Outlook Web App check box.

7. Click the SAVE button.

![Forwarding Page](image)

Figure 2 – Forwarding Page

8. When you are finished, click your Profile icon on the right side of the Navigation bar, and then click Sign out on the menu.

9. Close the web browser window.

   NOTE: All incoming email will now be forwarded to the specified email address. Any messages that were delivered to your OWA mailbox before you set up forwarding will need to be forwarded manually.