



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

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Cal State LA uses email as one of the official means of communicating information to students, faculty, and staff. This handout covers how to customize the Microsoft Office 365 Outlook Web App (OWA), the official Cal State LA web-based email system, to automatically forward all email messages to a user's personal email account (Gmail, Outlook.com, etc.).

To forward your email to another email account:

1. Launch a web browser, log in to the [MyCalStateLA Portal \(my.calstatela.edu\)](http://mycalstatela.edu) with your **myCSULA Identity** account, and then click **Office 365 Email** on the **QuickLaunch** menu.

NOTE: You can log in to **Office 365 OWA** directly by going to mymail.calstatela.edu and logging in with your **myCSULA Identity** account.

2. In the **Mail** app, click the **Settings** icon  on the right side of the **Navigation** bar, and then click **Options** on the menu (see Figure 1).

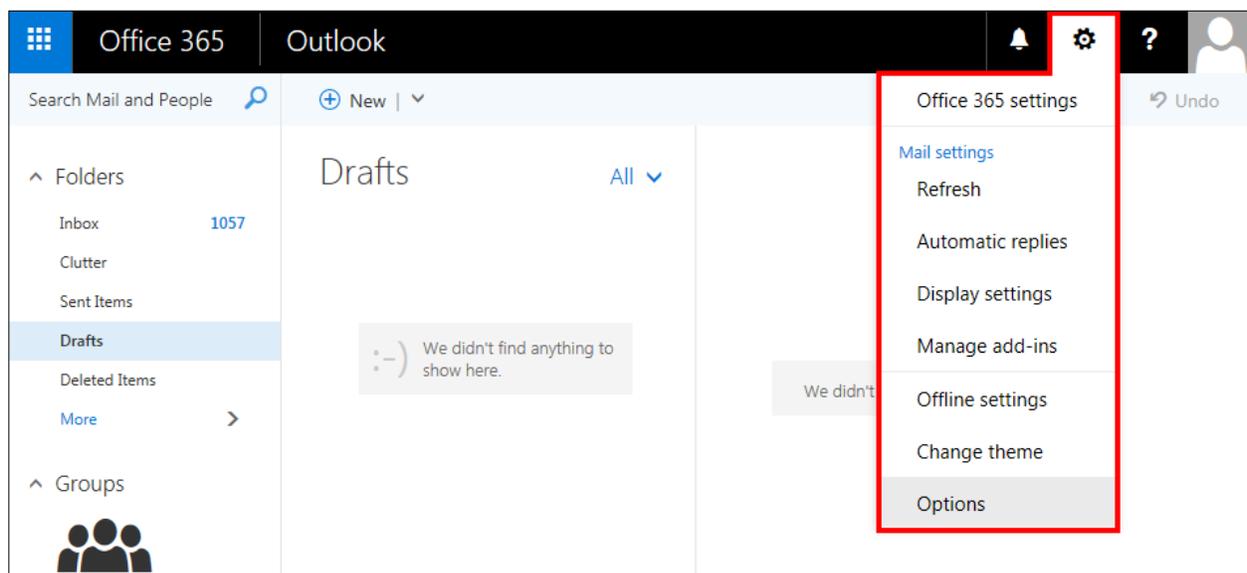


Figure 1 – Office 365 OWA Settings Menu

3. The **Mail options** page displays. In the left pane, under **Mail**, under **Accounts**, click **Forwarding** (see Figure 2).
4. On the **Forwarding** page, select the **Start forwarding** option button.
5. In the **Forward my email to** box, enter the email address to which you want to forward your email messages.

NOTE: If you want to keep a copy of all forwarded messages in your Office 365 OWA mailbox, select the **Keep a copy of forwarded messages** check box.

6. Click the **Save** button at the top of the **Forwarding** page.

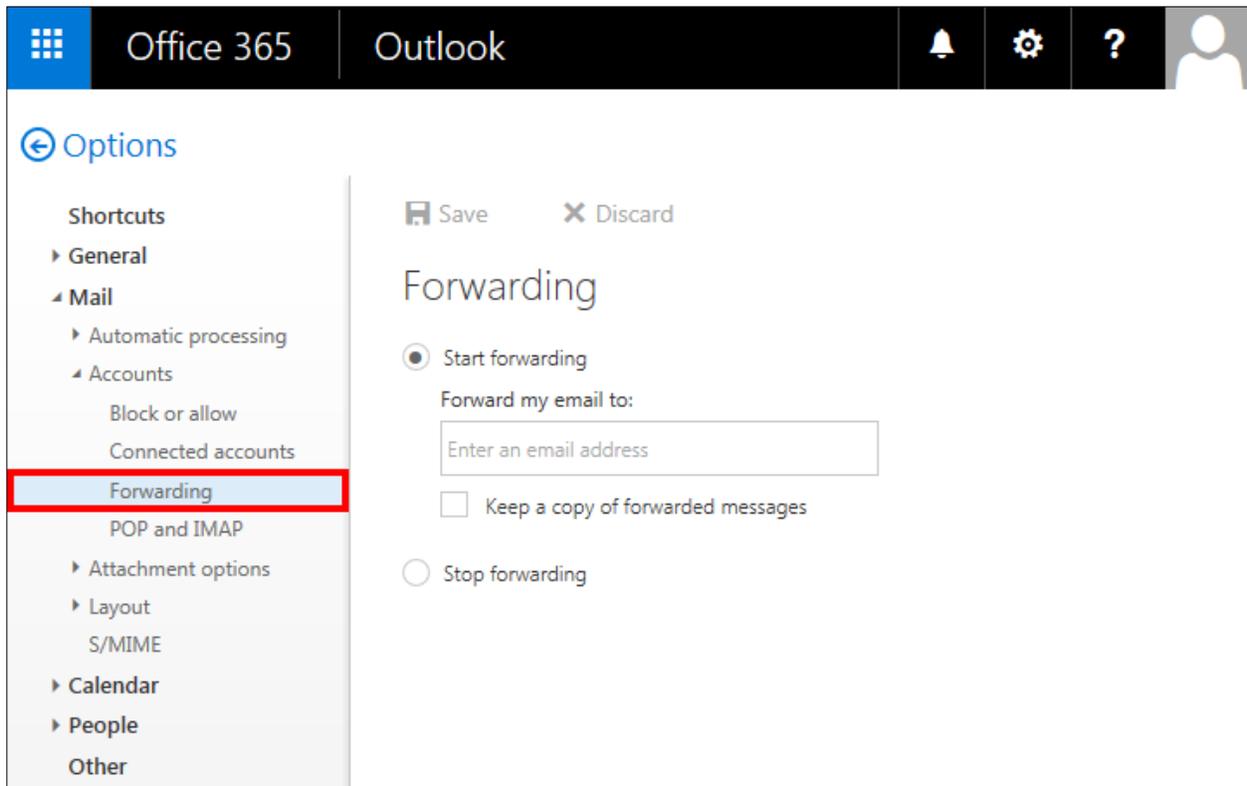


Figure 2 – Forwarding Page of Mail Options

7. When you are finished, click your **Profile** icon  on the right side of the **Navigation** bar, and then click **Sign out** on the menu.
8. Close the web browser window.

NOTE: All incoming email messages will now be forwarded to the specified email address. Any messages that were delivered to your Office 365 OWA mailbox before you set up forwarding will need to be forwarded manually.