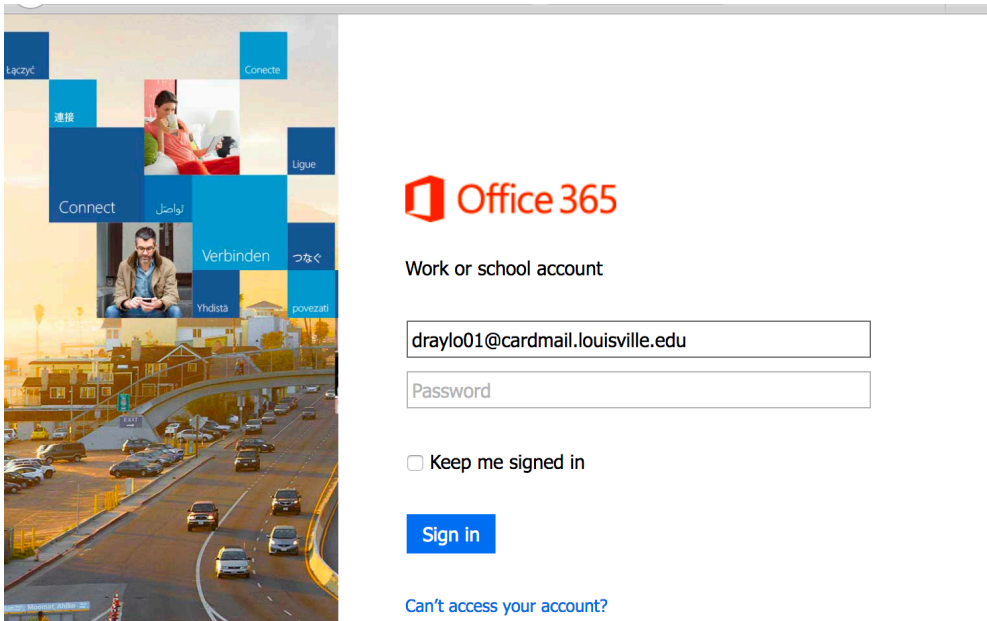




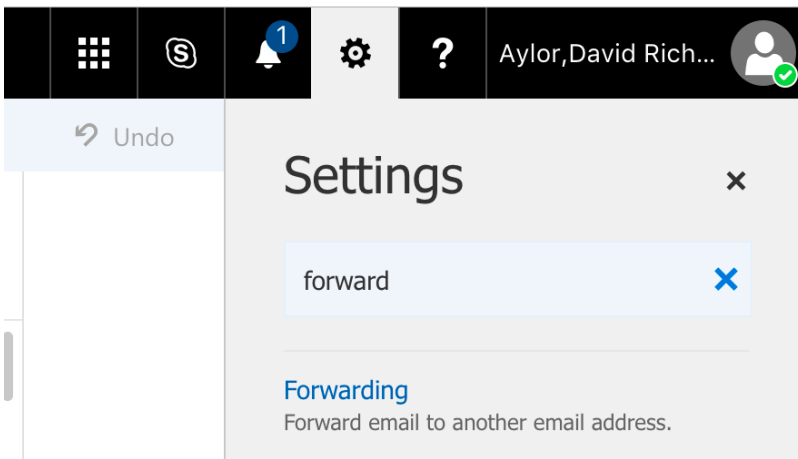
Office 365

Setup Forwarding to Outside Email Address

Navigate in your browser to <https://cardmail.louisville.edu>



Login with your full Cardmail address, i.e. **draylo01@cardmail.louisville.edu**, enter your **Ulink password**.



Click **Settings** icon, type **forward** in the search. Click **Forwarding** result

Mail - draylo01@cardmail.louis x

Microsoft Corporation [US] https://outlook.office.com/owa/?realm=cardmail.louisville.

Outlook

Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding**
 - POP and IMAP
 - Attachment options
 - Layout
- Calendar

Save Discard

Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

Stop forwarding

Click **Start forwarding**, enter outside email address. Click **Keep a copy of forwarded messages**. Click **Save**.