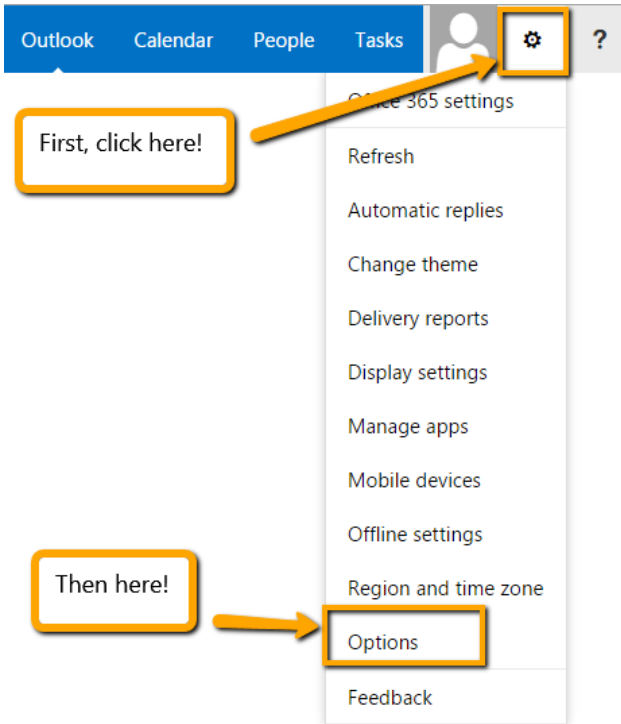


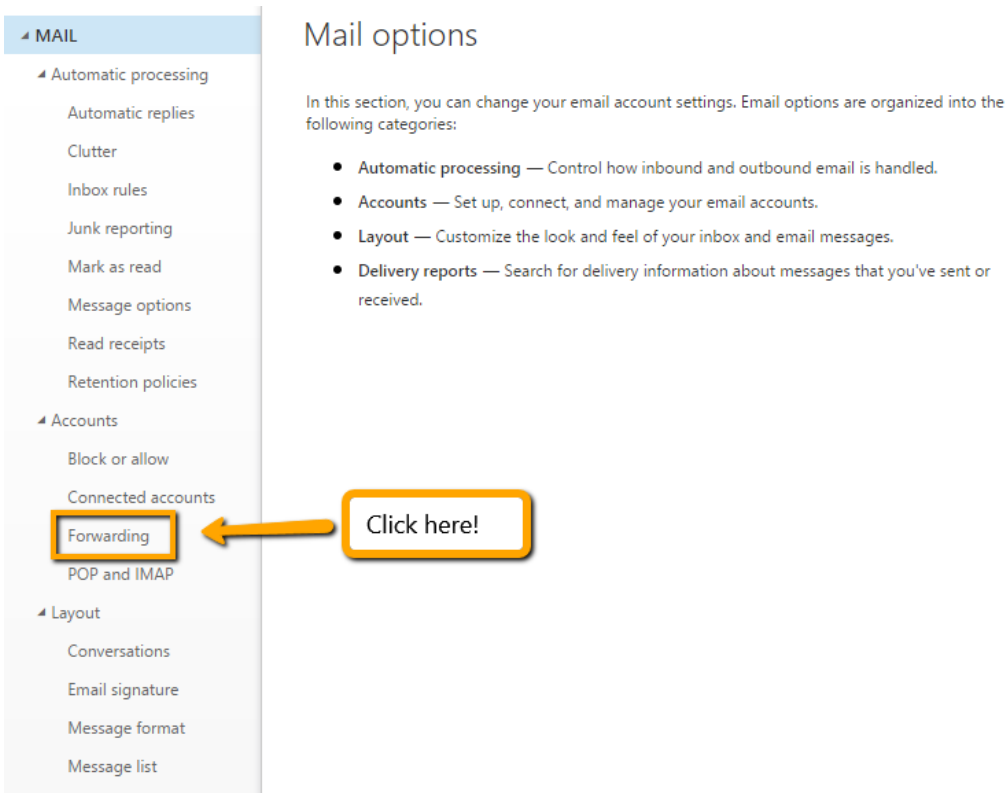
Login to your email, and then...

Step 1:

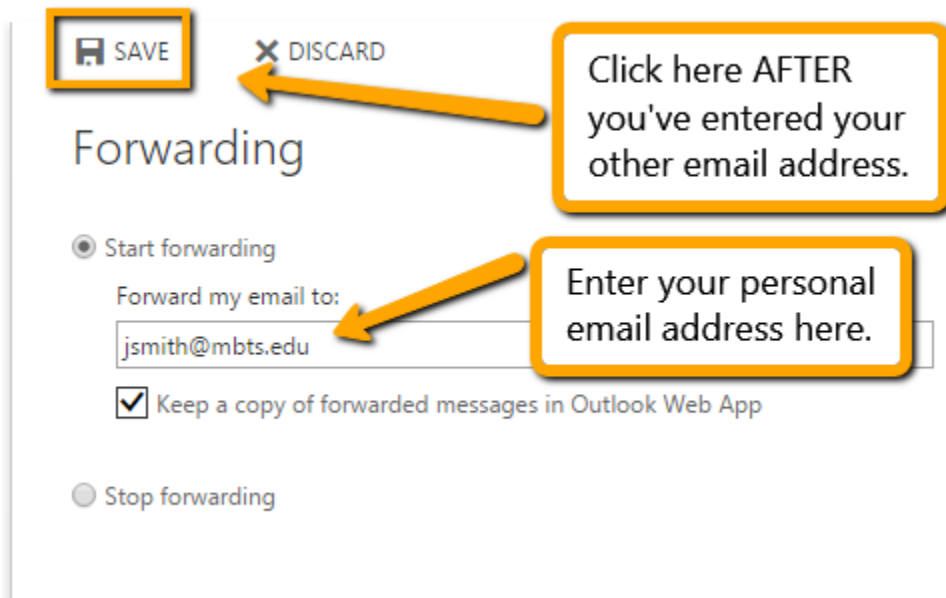
(top right corner)



Step 2:



Step 3:



The screenshot shows the 'Forwarding' settings page in the Outlook Web App. At the top, there are two buttons: 'SAVE' (highlighted with an orange box) and 'DISCARD' (with an 'X' icon). Below these is the heading 'Forwarding'. Underneath, there are two radio buttons: 'Start forwarding' (selected) and 'Stop forwarding'. The 'Start forwarding' section includes a text input field labeled 'Forward my email to:' containing the email address 'jsmith@mbts.edu'. A checkbox below the input field is checked and labeled 'Keep a copy of forwarded messages in Outlook Web App'. Two orange callout boxes with arrows provide instructions: one points to the 'SAVE' button with the text 'Click here AFTER you've entered your other email address.', and the other points to the email address input field with the text 'Enter your personal email address here.'

And now you're done! It would be a good idea to send yourself a test email at this time to make sure it is working correctly.