



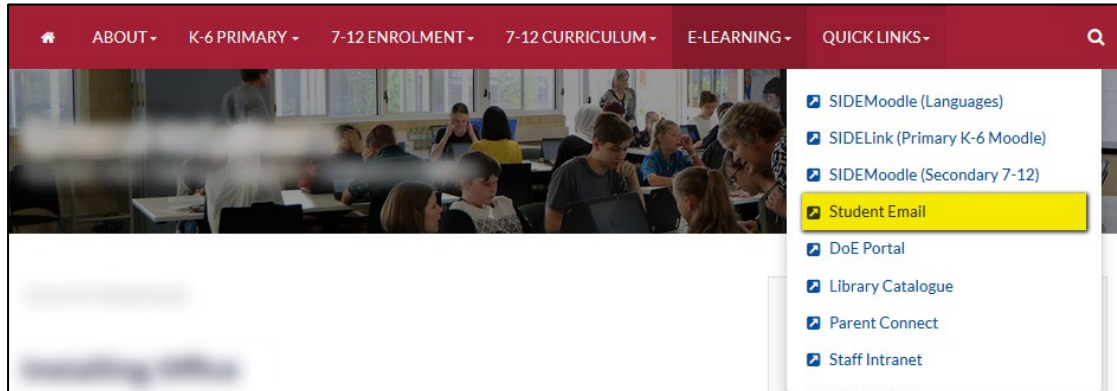
# Forwarding email from Outlook web app



If you want your student.education email to be forwarded to another account, it's a matter of setting up a forwarding rule. Here's how.


## Log in

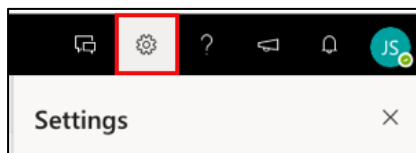
- Go to the SIDE website ([side.wa.edu.au](http://side.wa.edu.au)), click on the **Quick Link to Student Email**.



- Log in using your Department of Education user name and password.
- Outlook 365 will open up.

## Set up forwarding

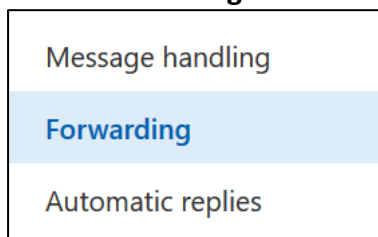
- In the top right-hand corner, click **Settings** icon 



- Scroll down and select, **View all Outlook settings**.



- Select **Forwarding**.





If you can't see **Forwarding** between **Message handling** and **Automatic replies** it might not be available for your account.

- Check the box **Enable Forwarding** and enter the email that you want to receive your Department of Education emails.

You can forward your email to another account.

Enable forwarding

Forward my email to:

info@coolexample.com

Keep a copy of forwarded messages

- Check the box **Keep a copy of forwarded messages**, this ensures that there will be a copy of your emails kept in Outlook in case you lose something important.



If you don't check this box, once the email is forwarded, it will be deleted from your Outlook account.  
You are **strongly advised** to keep a copy of forwarded messages in the Outlook Web App.

### Why do this?



If you are in a (rare) situation where you can't access your student email from a particular location, such as certain non-DOE schools, forwarding will allow you to see your mail in another account.