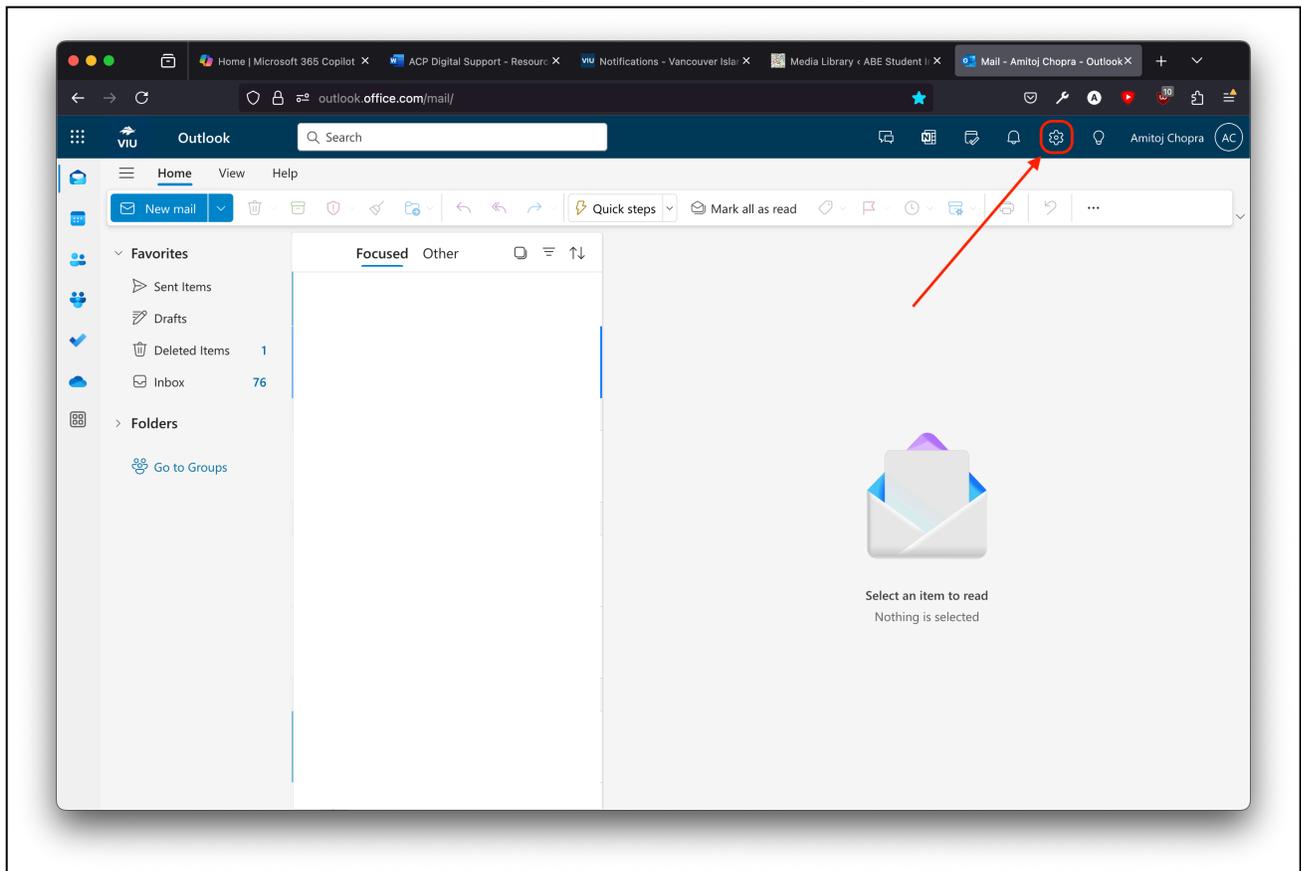


# Forwarding @my.viu.ca email address to personal email address

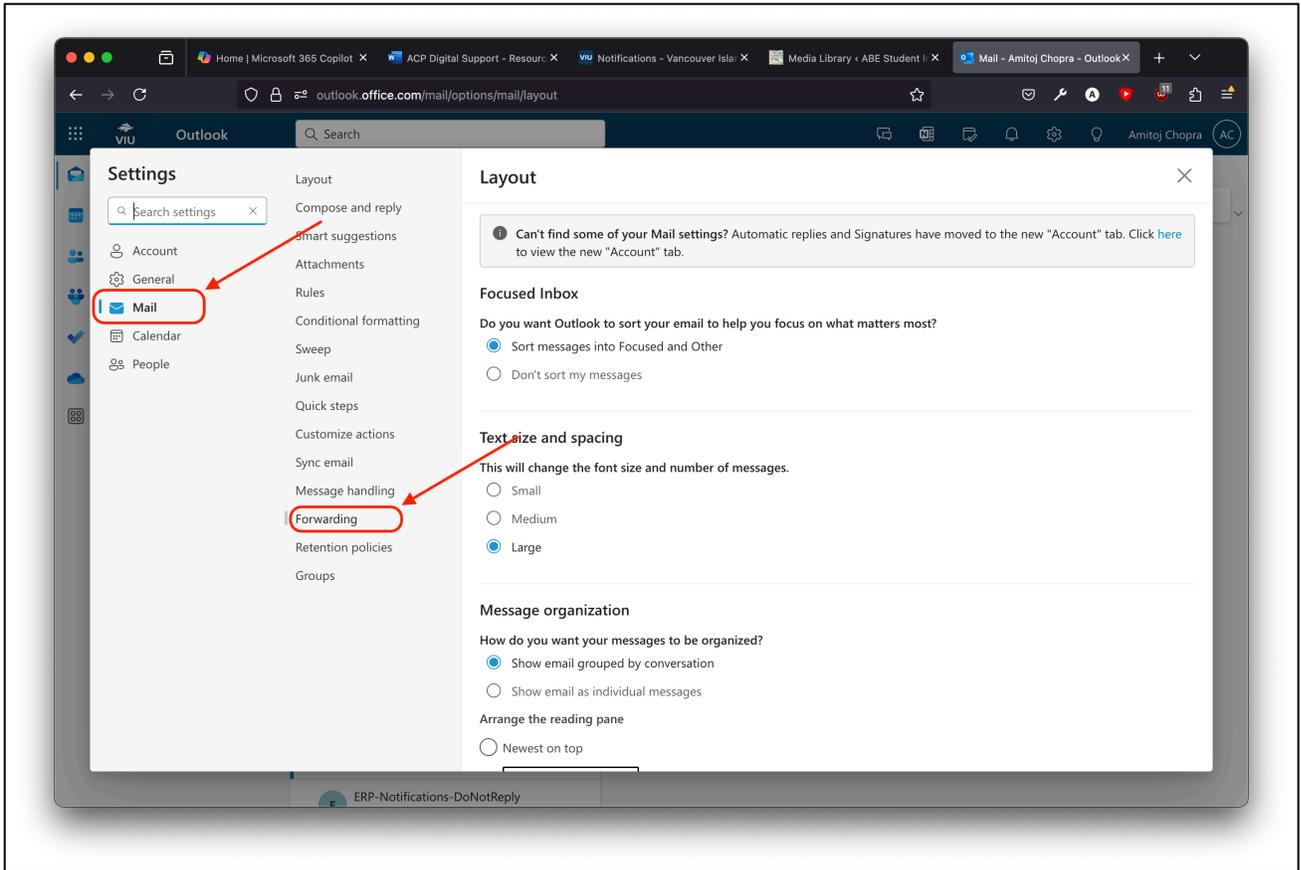
Note: There is a video version of this handout available at:

<https://viu.video.yuja.com/V/Video?v=1153690&node=6406117&a=191370589>

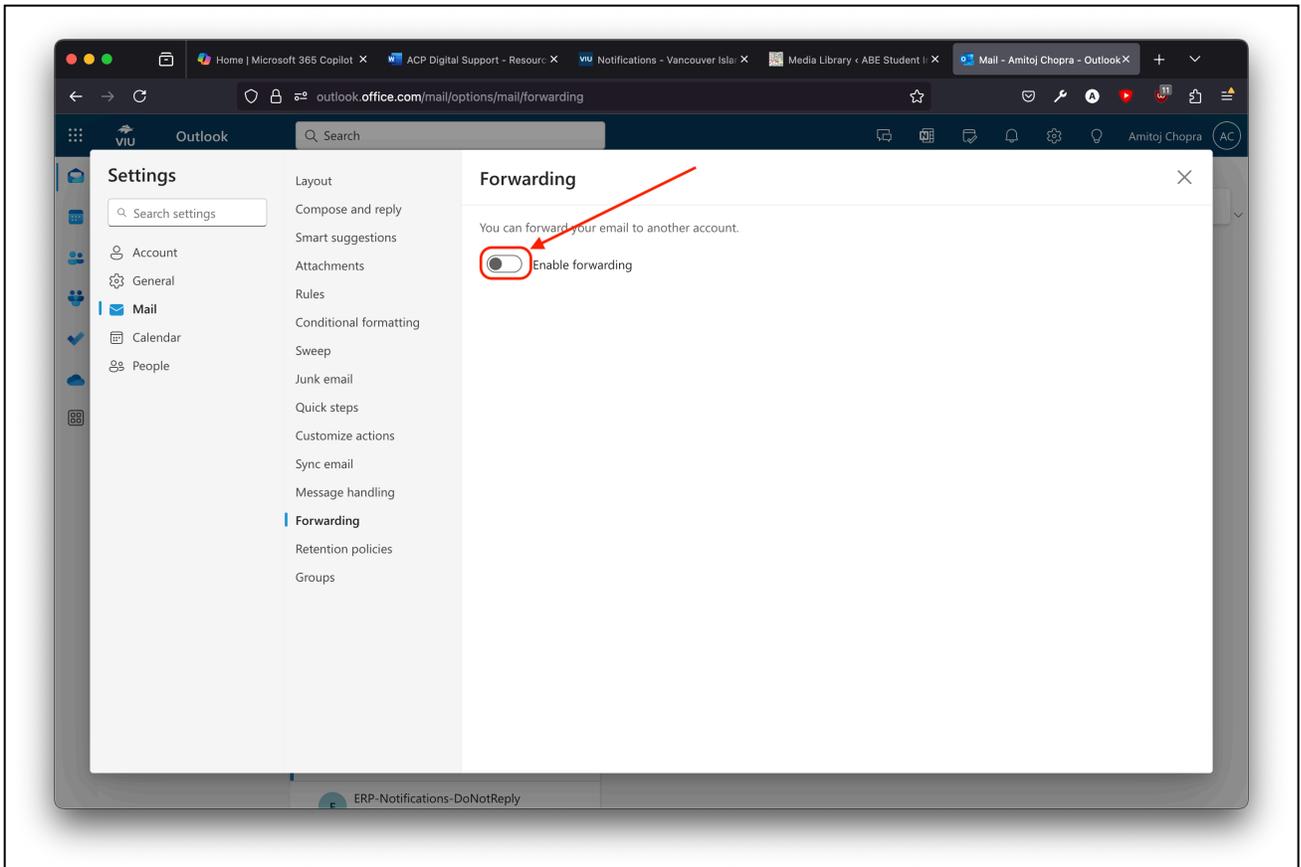
1. First log into <https://outlook.office.com/mail/> with your VIU Computer account email and password
2. The next step is to click on the "Settings" button on the top right hand side



3. In this popup select "Mail" from the left hand side navigation menu then select "Forwarding"

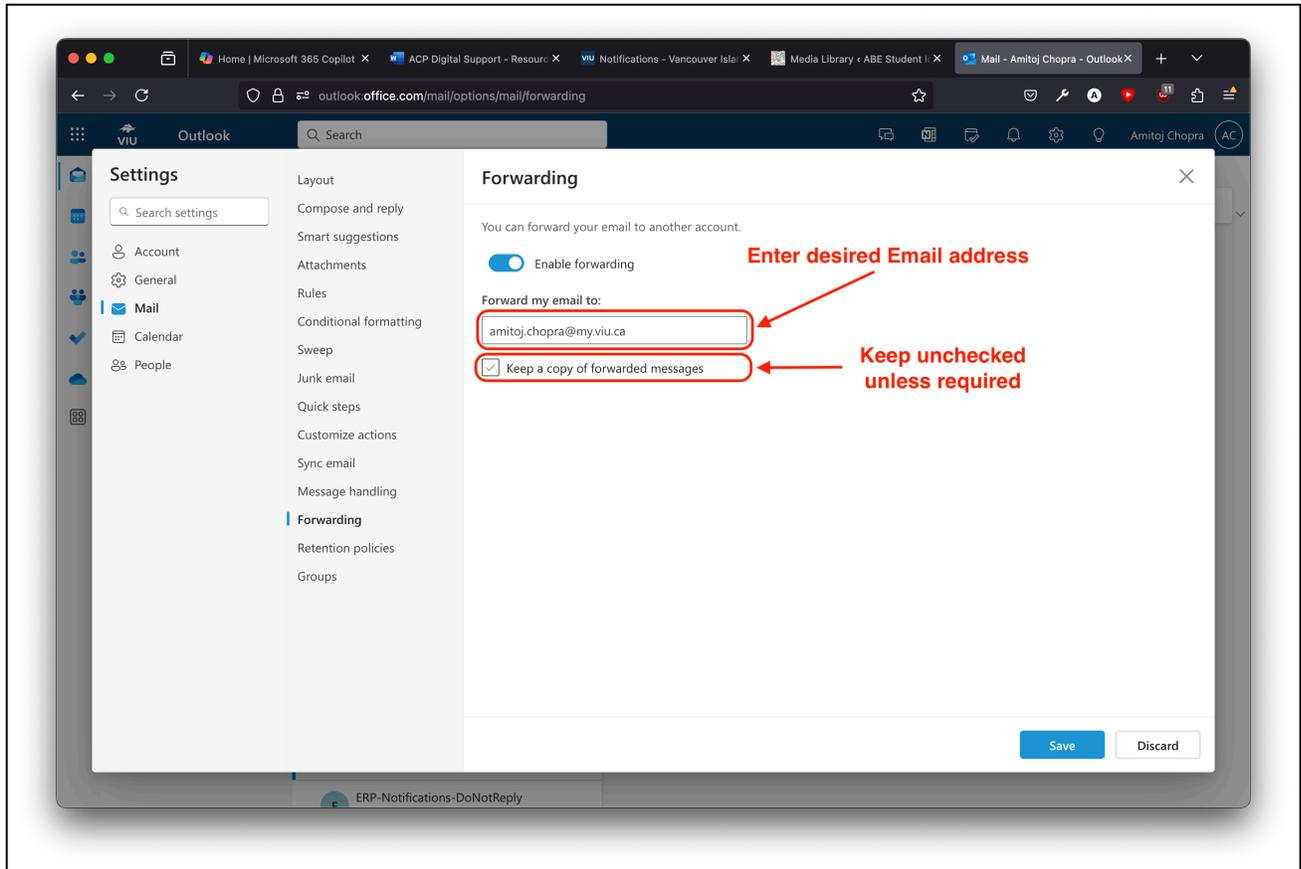


4. On this page enable the "Enable forwarding" switch



5. Then enter your valid and desired email address under "Forward my email to:"

6. Keep the "Keep a copy of forwarded messages" checkbox unchecked unless you want to have a copy of every message in both places.



7. Then click "Save" on the bottom right hand side

