



Forwarding Email from Office365

To send messages from your MelbPC email to another account:

- 1/ Open the mail at Office365 and click on the Cogwheel icon "Settings"
- 2/ Select Your app settings | Mail
- 3/ Under Options select Inbox and sweep rules
- 4/ Click the + sign to create new rule
- 5/ Enter a Name, Apply to all messages, Forward direct or send
- 6/ Select Forward the message, or Redirect the message
- 7/ Select the contact account to forward to then Save

For further support ring iHelp

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