

### 3-2-8. Configuring Email Forwarding

To forward emails delivered to your Microsoft 365 mailbox to another email address, follow the steps below.

1. Click the [設定] icon in the upper right corner of the screen.



2. Click [Outlook のすべての設定を表示].



- Under [メール], click [転送].



- Click the checkbox next to [転送を有効にする] to enable it.



5. Under [メールの転送先:], enter the email address you want to forward emails to in the [メールアドレスを入力してください] field, and then click [保存].



If you place a checkmark next to [転送されたメッセージのコピーを保持する], the forwarded emails will remain in Microsoft 365.

If you leave this unselected, the forwarded emails will be deleted from Microsoft 365.