To Set Up Email Forwarding

1. Go to outlook.luc.edu and log in using your Loyola ID and password.

2. Once you’re logged in, click the icon (i.e., Settings) and choose Options.

3. You’ll now be in the Accounts section of the Options panel. Click Connected Accounts.

4. In the Forwarding section, in Forward my email to, type the address you want to forward your mail to.

   **Note:** By default, copies of forwarded messages are kept in your Office 365 mailbox. If you don’t want to keep this copy, clear the Keep a copy of forwarded messages in Outlook Web App check box. If you keep a copy of forwarded messages, you check your Office 365 account on occasion to make sure you haven’t exceeded your mailbox size limit, as this could keep new messages from being forwarded.

5. Click Start Forwarding.

To Stop Email Forwarding

1. Go to outlook.luc.edu and log in using your Loyola ID and password.

2. Once you’re logged in, click the icon (i.e., Settings) and choose Options.

3. You’ll now be in the Accounts section of the Options panel. Click Connected Accounts.

4. In the Forwarding section, click the to Stop Forwarding.