To set up email forwarding go to http://mail.office365.com and login with your student credentials (your username is your FULL student email address, and your password should be your date of birth)
Once you have logged into your email, click the ‘Options’ button in the top right hand corner and then select ‘Options’
Now type in your personal email address (the account you want to forward your emails TO), and make sure that the ‘Keep a copy…’ box is ticked
Once you have typed in your email address, simply click the ‘Start Forwarding’ button in the bottom right hand corner and you’re done!