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Office 365

Sign in with your organizational account

1234567@student.swin.edu.au

••••••

Keep me signed in

Sign in

[Can't access your account?](#)

 Organizational accounts that work here can be used anywhere you see this icon. © 2013 Microsoft [Legal](#) [Privacy](#) [Feedback](#)

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)

Microsoft Office 365 Home Outlook sign out [User Profile]

Mail > Inbox 117 Items Find Someone Options ?

Search Entire Mailbox

Conversations by Date Newest on Top

**Results ban update: Positive outcome for our students**

Swinburne University of Technology [swinburne\_mktg@mailap.rnmk.com]  
Thursday, 1 August 2013 4:55 PM

To: MICHELE GAI SMITH



**Student News**



Results ban update:  
Positive outcome for our students

A large red arrow points to the 'Options' button in the top right corner of the email interface.

Once you have logged into your email, click the 'Options' button in the top right hand corner and then select 'Options'

Mail &gt; Options

## Account

Organise Email

Settings

Phone

Block or Allow



If you have multiple e-mail accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

## Connected Accounts

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

[New...](#) [Details](#)

Account Name

Status

Action

There are no items to show in this view.

0 selected of 0 total

## Forwarding

Forward my e-mail to:

 Keep a copy of forwarded messages in Outlook Web App[Start Forwarding](#)

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



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Account Name

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There are no items to show in this view.

0 selected

### Forwarding

Forward my e-mail to:

test@example.com

Keep a copy of forwarded messages in Outlook Web App

 Start Forwarding

Once you have typed in your email address, simply click the 'Start Forwarding' button in the bottom right hand corner and you're done!