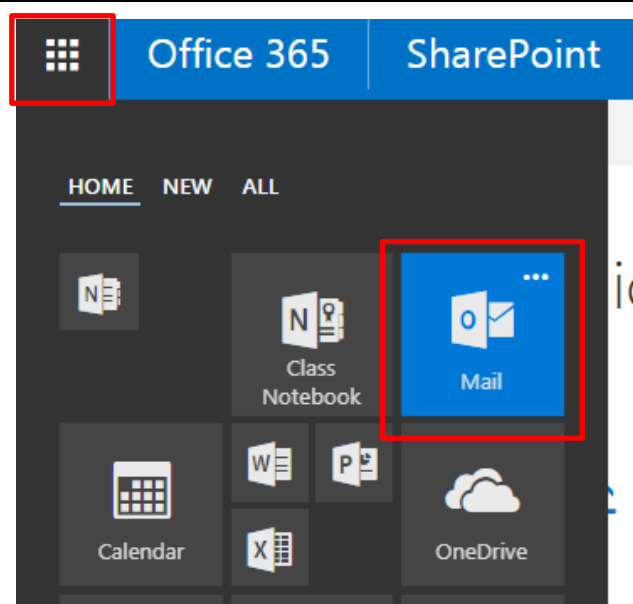




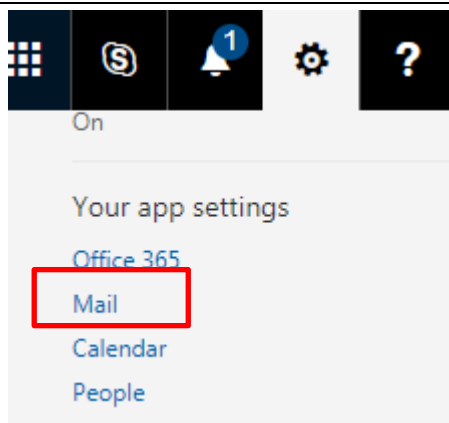
## Forward Emails from Office 365 / @Link to Your Personal Mailbox

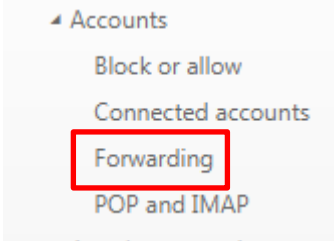
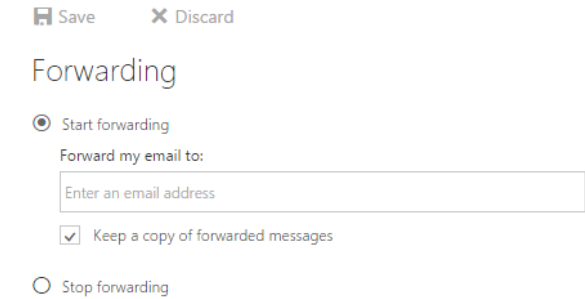
Use forwarding function to auto-forward all your incoming emails to another email account. You can choose to keep or not to keep a copy of all forwarded e-mails in your Office 365 / @Link mailbox.

a. Click **Menu Icon** >> **Mail**.



b. Click **Gear Icon** >> **Mail** under **Your app settings**.



<p>c. Choose <b>Forwarding</b> under <b>Accounts</b> of the left menu bar.</p>	
<p>d. Type in the email address of your other mailbox** and "save".</p> <p>**Check the box "keep a copy of forwarded message" to keep an extra copy of the emails in Office 365 / @Link mailbox.</p>	

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