

Set email forwarding for your account

1. In Outlook Web App, click **Settings** ⚙️ > **Options** > **Account** > **Connected accounts**.
2. In the **Forwarding** section, in **Forward my email to**, type the email address you want to forward your Outlook Web App email to.

NOTE By default, a copy of all forwarded messages is kept in your mailbox after you set up forwarding. If you don't want to keep a copy of messages in your mailbox, clear the **Keep a copy of forwarded messages in Outlook Web App** check box.

3. Click **Start Forwarding**.

Stop email forwarding

1. In Outlook Web App, click **Settings** ⚙️ > **Options** > **Account** > **Connected accounts**.
2. In the **forwarding** section, click **Stop forwarding**.

Change email forwarding settings

After you've set up email forwarding, you may want to change the address your email should be forwarded to. You may also want to change the setting for keeping a copy of your email in your mailbox.

1. In Outlook Web App, click **Settings** ⚙️ > **Options** > **Account** > **Connected accounts**.
2. In the **Forwarding** section, do one of the following:
 - To change the email address your mail should be forwarded to, in **Forward my email to**, edit the email address.
 - To change the setting for keeping a copy of messages in your mailbox, select or clear the **Keep a copy of forwarded messages in Outlook Web App** check box.
3. Click **Save**.

What else do I need to know?

- If you don't see the **Connected accounts** tab under **Accounts**, forwarding may not be available for your account. You may be able to set up forwarding using inbox rules. For more information, see [Use rules in Outlook Web App to automatically forward messages to another account](#).
- If you keep a copy of forwarded messages, you should check your Outlook Web App account regularly to make sure you haven't exceeded your mailbox size limit. If you exceed the mailbox size limit, new messages may not be forwarded.
- Connected Accounts and Forwarding aren't meant to be used at the same time. Use Connected Accounts when you want email that's sent to other accounts that you own to be delivered to Outlook Web App. Use Forwarding to have email that's delivered to your Outlook Web App account be forwarded to other accounts. For more information, see [Connected accounts](#).

- You can also set up forwarding using Inbox rules in Outlook Web app. When you use Inbox rules to set up forwarding, you have access to advanced options, including the option to forward your email to more than one email address. For more information, see [Use rules in Outlook Web App to automatically forward messages to another account](#).
- For information about how to set up forwarding using Inbox rules in Outlook 2013, see [Forward messages automatically with a rule](#).