

HOW TO FORWARD YOUR RANKEN E-MAIL TO YOUR PERSONAL E-MAIL

1. Open a web browser and navigate to <https://outlook.office.com>
 - a. Enter your Ranken email address. This will take you to another log in.
 - b. Login with your student email address and password
2. Scroll to the upper right-hand corner of the window and select **Settings** (a gear icon) and then select **View All Outlook Settings** at the bottom
3. Once in the **Settings** window, select **Mail**, then **Forwarding**
4. Place check mark on **Enable forwarding** box
5. Enter the email address to forward email under **Forward my email to:**
 - a. Check **Keep a copy of forwarded messages** to keep the copy of email in your Ranken address.
6. Click **Save** on the right-bottom to save the settings change.

