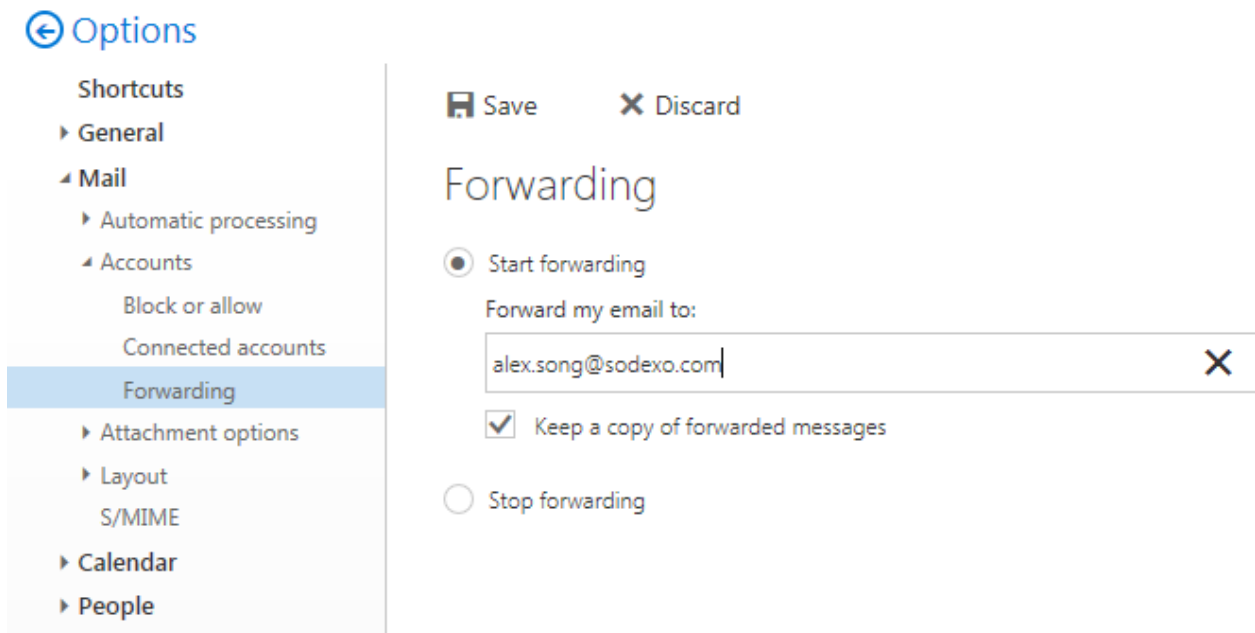


How to set up mail forwarding on office 365 mailbox

When staff on leave, they may hand over their received mail messages to someone, this time let us show you this function via Office 365.

1. If employees complete the mailbox migration, through the company's website "<http://Outlook.com/sodexo.com>" to log in to your webmail.
2. In the settings option, mail setting, click Accounts → forwarding.



Select the start forwarding to fill the email to be forwarded.
Keep a copy of forwarded messages will also Save forwarded messages in my mailbox.
If turning off forwarding feature is required click on stop forwarding, confirm and click Save.

See you next week.