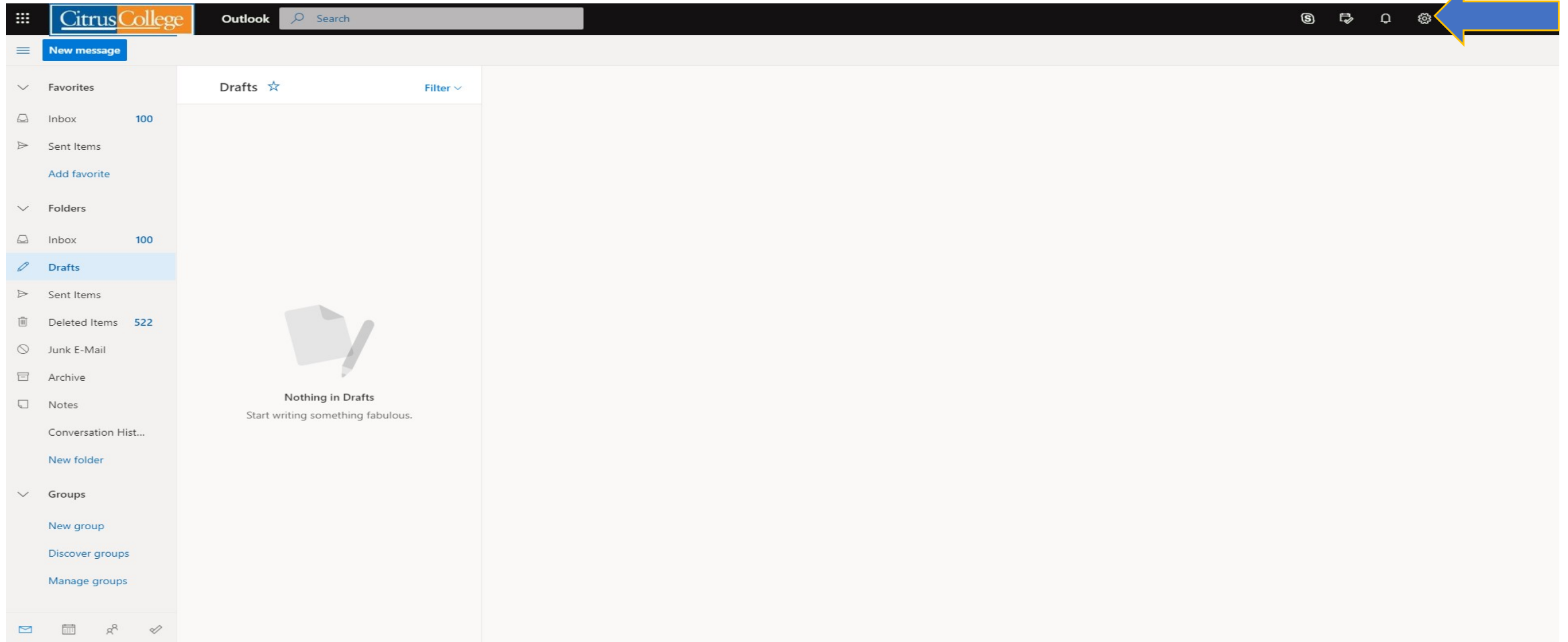# How to forward your student email to your personal email.

First, Log into your student email account. Then click on your settings icon in the upper right hand corner.

Next, click on "View all Outlook settings" located in the bottom right hand corner.

Next, click on Mail, Layout, and Forwarding.

Click on "Enable forwarding", then enter the email address you would like your student emails forwarded to. Click on "Keep a copy of forwarded messages" and then click "Save".