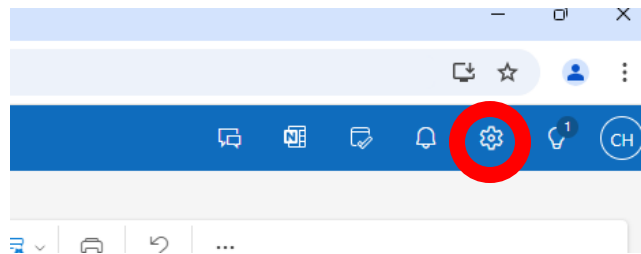




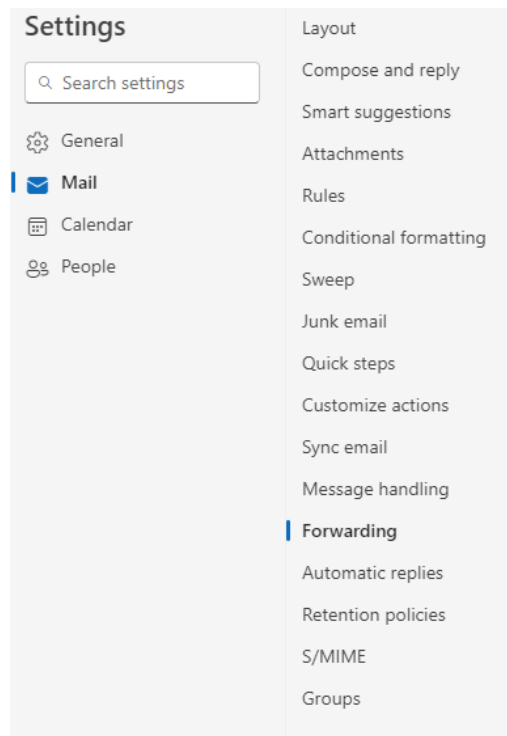
THOMAS MORE UNIVERSITY

Forwarding TMU Emails using the Outlook Web App

After opening the Outlook Web App (mail.thomasmore.edu), click the Settings icon on the top right of the screen.



Select **Mail > Forwarding**.



Click **Enable Forwarding**, then enter your personal email address. Then click **Save**.

Forwarding

You can forward your email to another account.

Enable forwarding

Forward my email to:

Keep a copy of forwarded messages

Your TMU emails will now be sent to your personal email address.