

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.

Settings	Layout
Q Search settings	Compose and reply
	Smart suggestions
㈜ General	Attachments
🔁 Mail	Rules
📰 Calendar	Conditional formatting
Sg People	Sweep
	Junk email
	Quick steps
	Customize actions
	Sync email
	Message handling
	Forwarding
	Automatic replies
	Retention policies
	S/MIME
	Groups

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:
Enter an email address
Keep a copy of forwarded messages

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