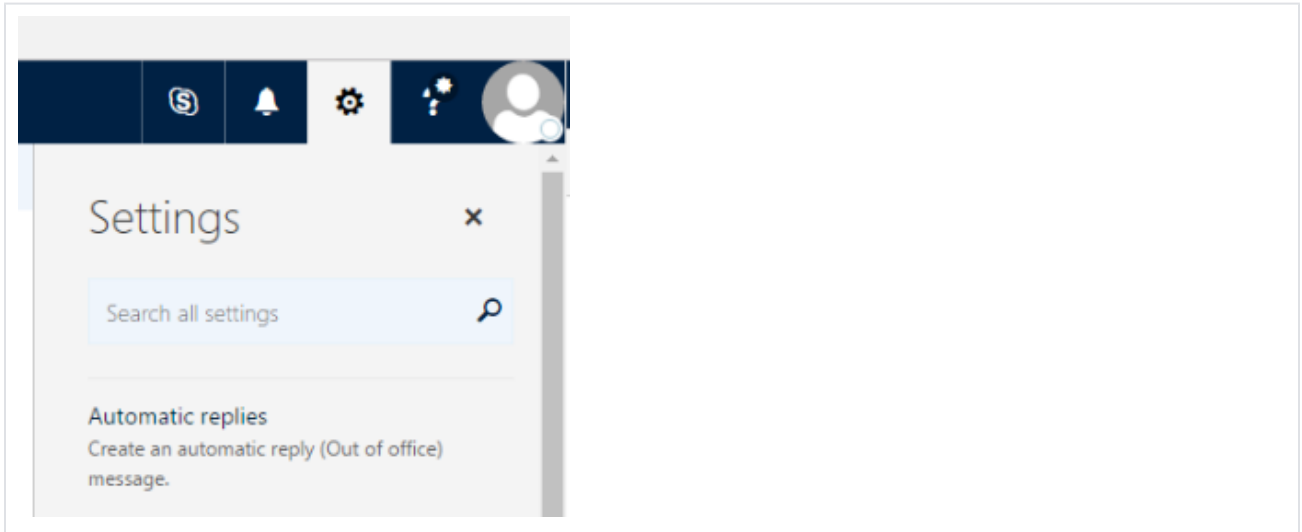


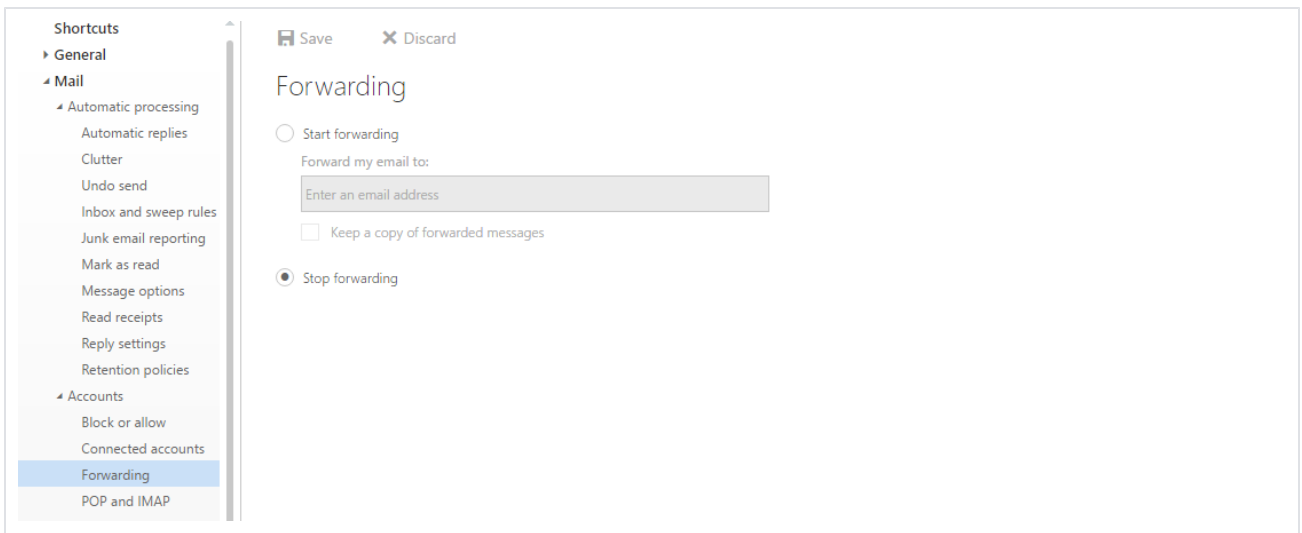
Forwarding MBU email to a third-party email address

Step-by-step guide



1. Go to <https://outlook.office.com>
2. Log into your email and click the **Settings** tab (the gear in the top right corner). Select **Mail** at the bottom of the Settings tab.



3. On the left column select **Accounts** and then **Forwarding**.



4. Click the bubble next to **Start forwarding**. Enter the email address that you want to forward to.

 Save  Discard

Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

Stop forwarding

5. Click **Save** to save the new rule.

 Save  Discard



All email received at your MBU email address will now be forwarded to the address you specified. Please note that messages forwarded by this rule will show YOU (i.e. your MBU email address) as the sender of the message, so use caution when replying to forwarded messages.

Related articles

- [Add MBU Email to Your Android Device](#)
- [Add MBU Email to Your iOS Device](#)
- [Email Signature](#)
- [Email Rules](#)
- [Change Email Profile Photo](#)