Instructions for forwarding email from Office 365 email account to another email account.
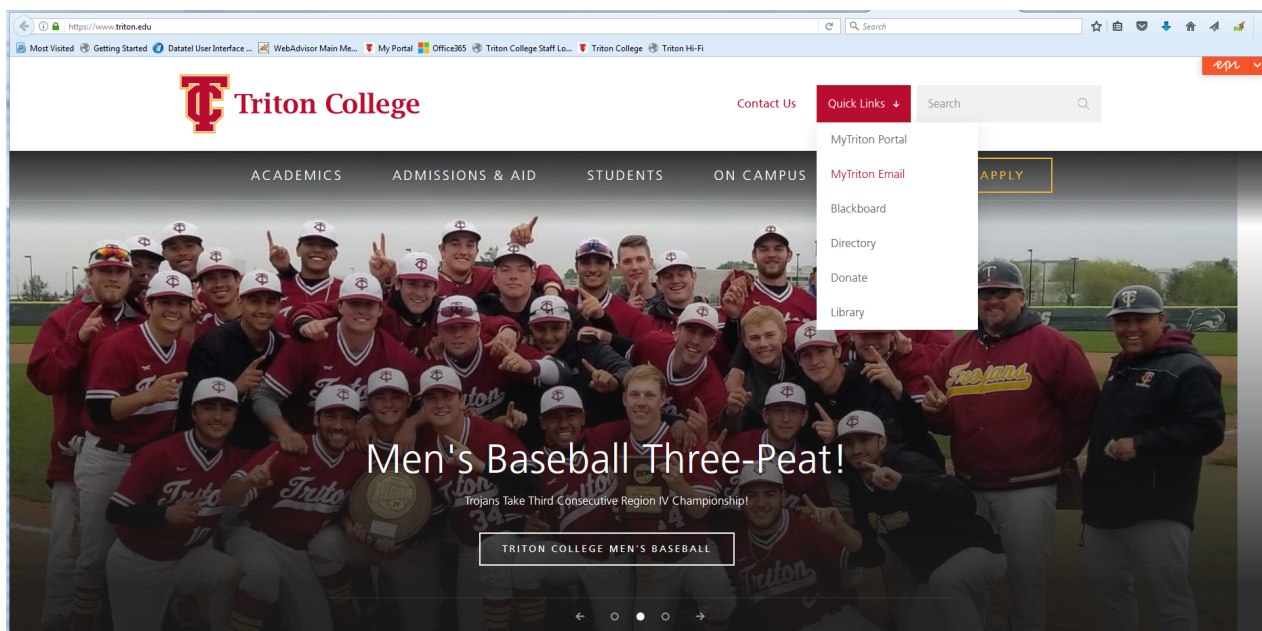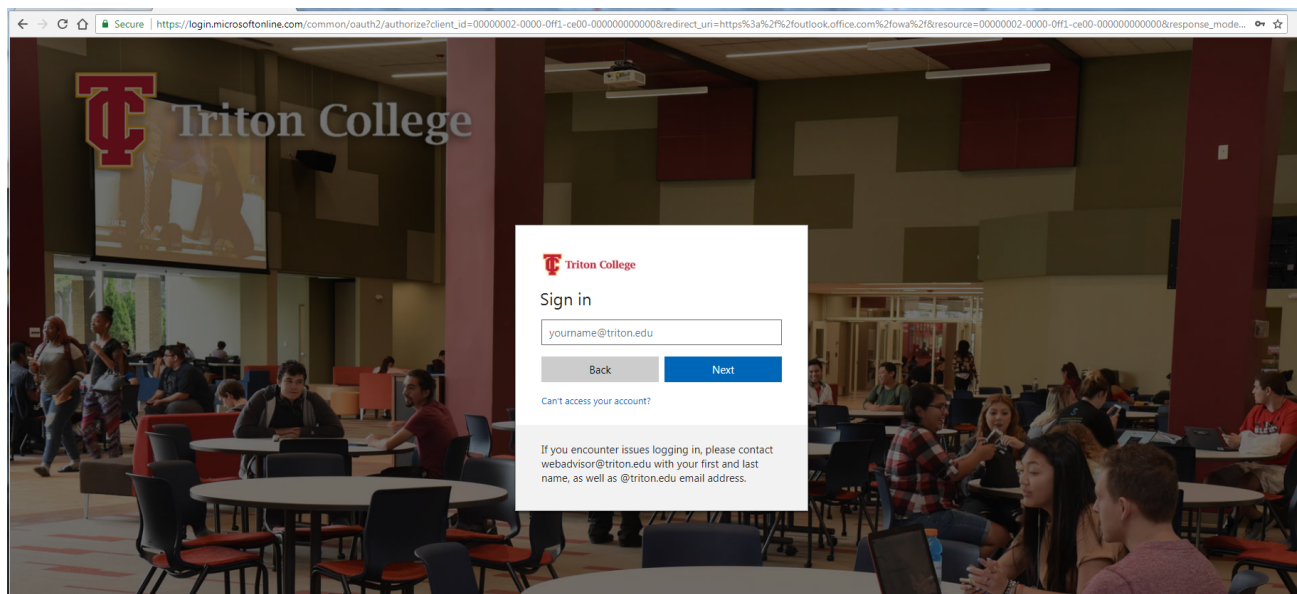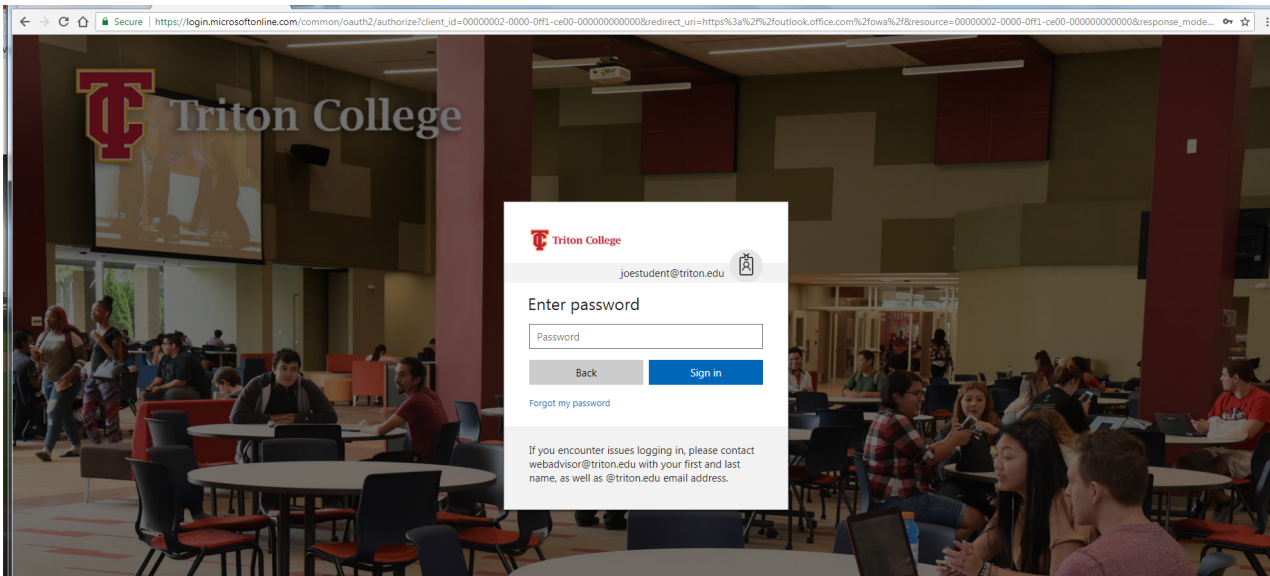
From the Triton College homepage, click on the *Quick Links* button to get to MyTriton Email
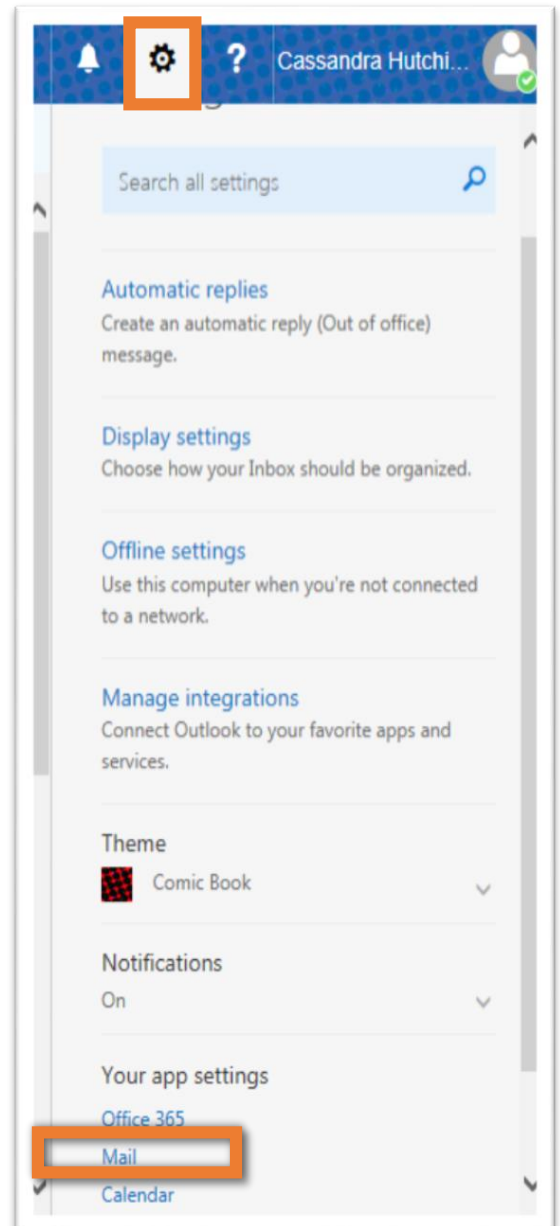

Office 365 login screen for Triton Email

Enter your Triton email and password (*same username and password as MyTriton account*)

At the top of the page, choose **Settings** > **Mail**

Choose **Forwarding** under Mail options

Select **Start forwarding** and provide forwarding email address

Click **Save** to activate forwarding option

Note: *If you want to stop the email forwarding, select STOP FORWARDING and click SAVE.*

Note: *Faculty will not reply to emails from personal accounts, they will only reply to email from Triton College email accounts.*