



Cloudmail - Office 365

Forward Messages to Another Account

To start open a web browser and type cloudmail.bolton.ac.uk then log in with your University account details.

1. To forward your emails to another account start by selecting the 'Settings' button.

2. Then select 'Mail'.

The screenshot shows the Office 365 Outlook interface. The 'Settings' button is highlighted in the top right corner. The 'Mail' option is selected in the 'Your app settings' section of the Settings pane on the right. The 'Options' menu is open on the left, showing the 'Mail' section expanded.

3. Select 'Forwarding' from the Accounts menu.

4. Enter your preferred email address and also select 'Keep a copy of forwarded messages' Then select 'Save'

The screenshot shows the 'Forwarding' settings page in Office 365 Outlook. The 'Forwarding' option is selected in the 'Accounts' menu on the left. The 'Forwarding' settings are displayed on the right, with the 'Start forwarding' radio button selected. The 'Keep a copy of forwarded messages' checkbox is checked. The 'Save' button is highlighted in the top right corner.