# Forward my Office 365 email to a different email account

Create an email forwarding address so incoming Outlook mail goes to a different email account like Gmail or Yahoo. This can save you time instead of having to check multiple email accounts.

Watch a short video of this task farther down the page.

1. Sign in to Outlook on the web. Use your Office 365 email address and password using your COM username and password.
2. In the top right corner, select ⚙ **Settings** > **View all Outlook settings**.
3. Select **Mail** > **Forwarding**.
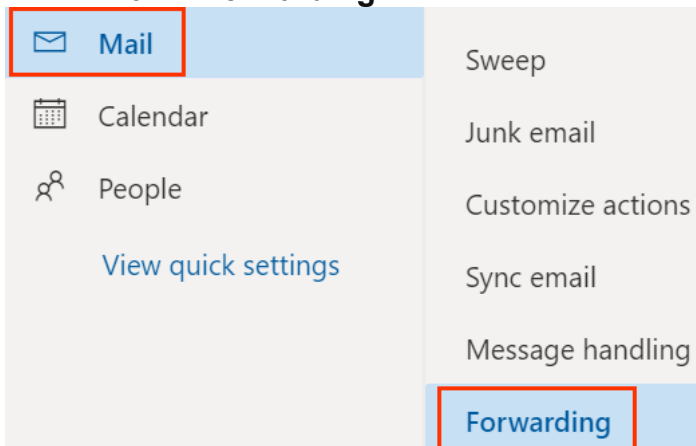
4. Select the check box to **Enable forwarding** and enter the email address you want to receive forwarded emails.

5. Select the check box to **Keep a copy of forwarded messages** if you want to keep copies of your incoming email in your Outlook inbox. If you don't check this, once the email message is forwarded, it's deleted from your Outlook account.
6. Select **Save**. Any emails sent to your Outlook account will now forward to your preferred inbox.