HOW TO: Forward UMass Chan Medical School emails to a different email address
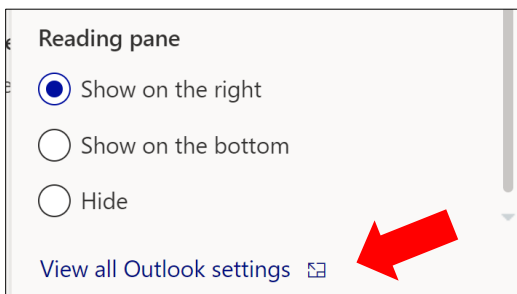
1. **Go to Outlook on the web (you cannot do this using the Outlook app)**
   https://outlook.live.com/owa/ and sign in using your UMass Chan Medical School email address (@umassmed.edu).

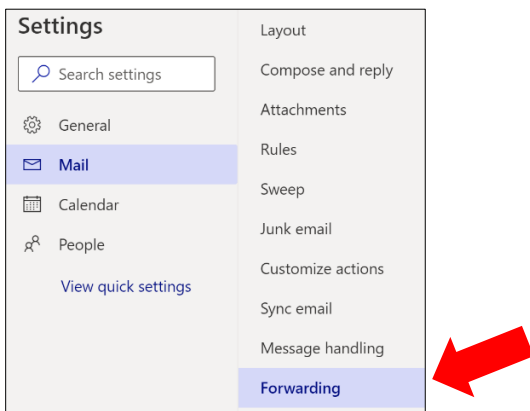   Forgot your UMass username or password? Contact the Help Desk: (508) 856-8643 or *umasschanhelpdesk@umassmed.edu*

2. **Once in your email account, click on the Settings gear located in the top right corner of the screen.**

3. **Click "View all Outlook settings" at the bottom of the menu.**

4. **Under Mail settings, choose "Forwarding"**

5. **Enter the email address to which all @umassmed.edu emails will be forwarded and click "Save."**