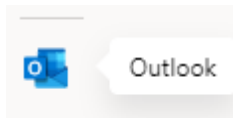


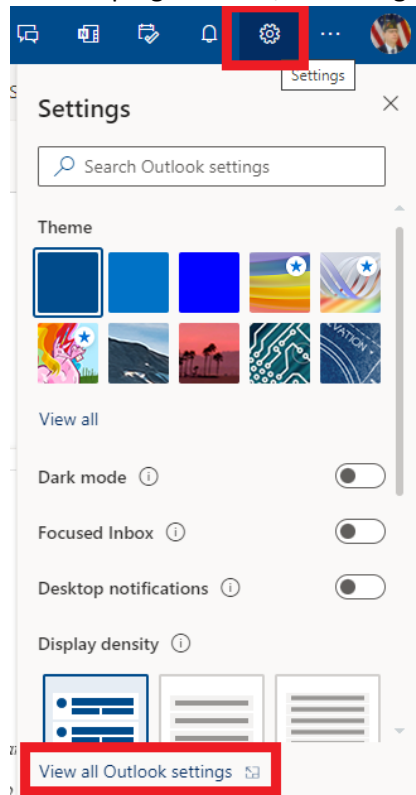
Forwarding your @vfwva.org email with Outlook 365

Note: These steps must be done on a computer/laptop. The Mobile version of Outlook 365 will usually not show these options.

1. Go to office.com and sign in with your @vfwva.org account and password
2. Open Outlook by clicking the Outlook icon

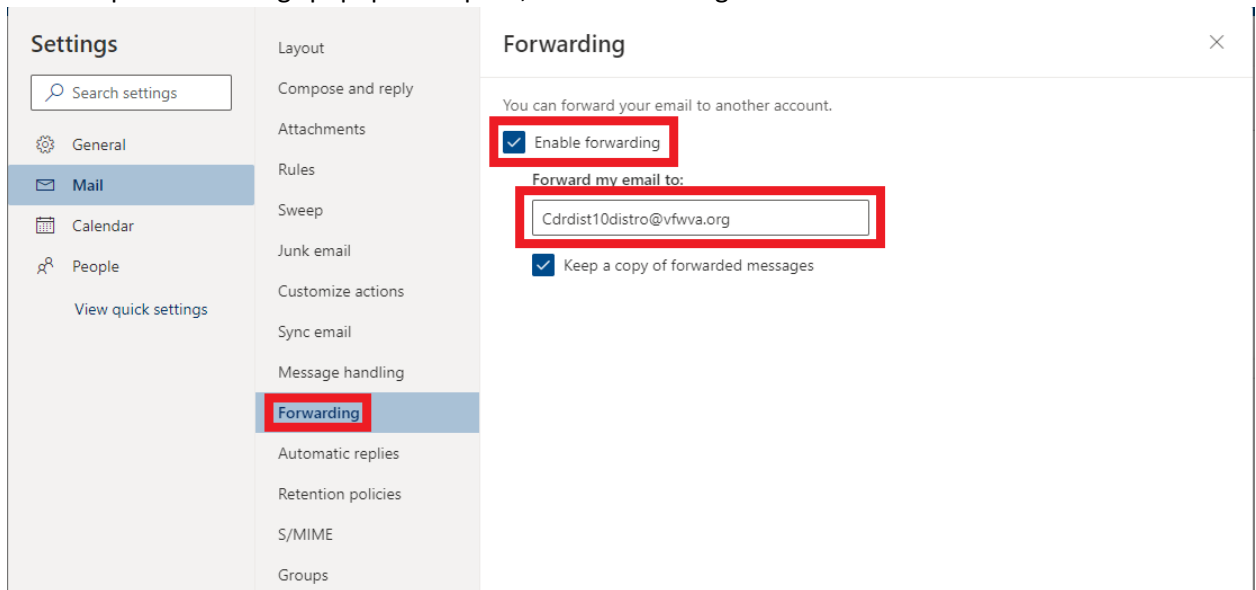


3. In the top right corner, click the gear icon to open Settings



4. Click View all Outlook settings

5. In the expanded Settings popup that opens, click Forwarding



6. Under Forwarding, click Enable forwarding
7. In the Forward my email to block, enter the email address where you would like to have your email forwarded.
8. Click Keep a copy of forwarded messages so a copy stays in your @vfwva.org account.
9. All emails sent to your @vfwva.org address should now be forwarded to the email address you entered.