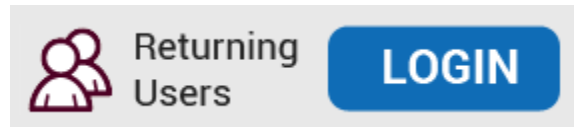
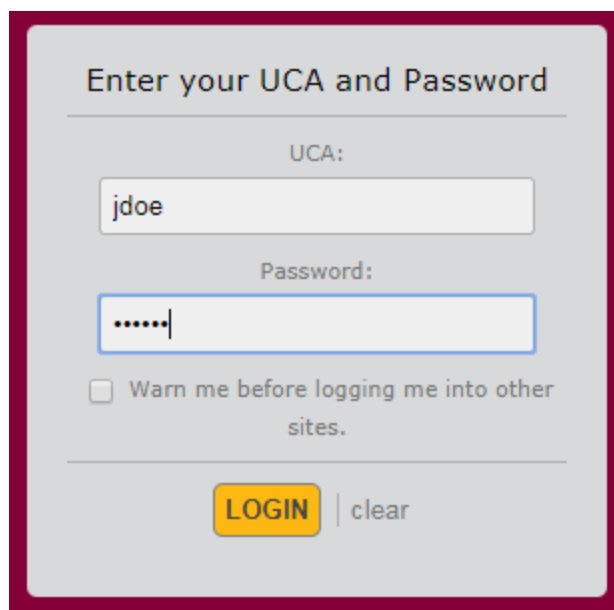


How to forward your student email through Microsoft Outlook Online to another email:

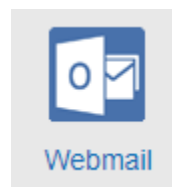
- 1) First, go to the Fairmont State Portal at my.fairmontstate.edu, and click on Returning Users Login:



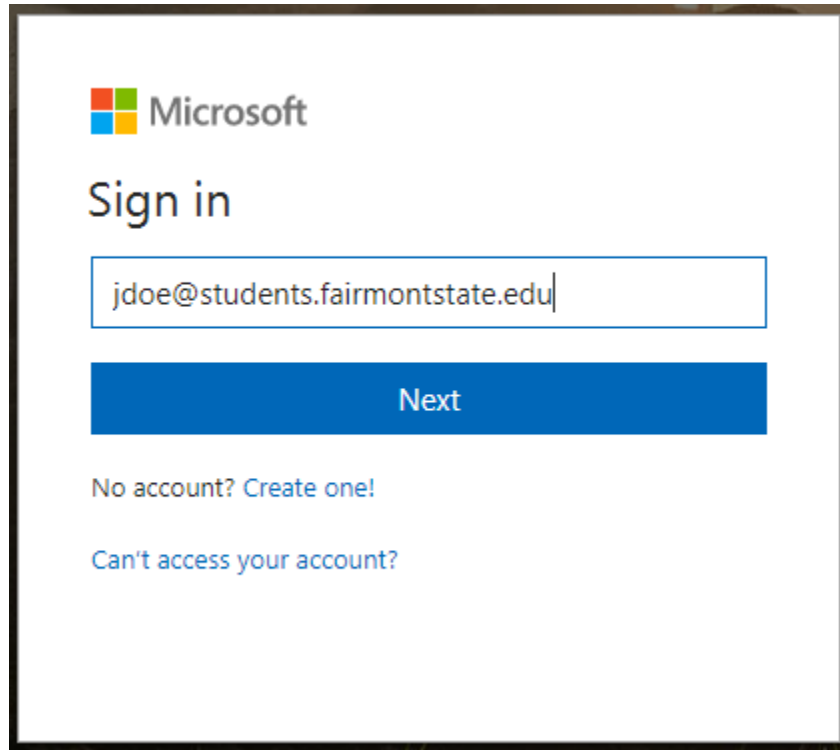
- 2) Log in using your UCA and password:

A login form with a light gray background and a dark red border. At the top, the text "Enter your UCA and Password" is centered. Below this, there are two input fields. The first is labeled "UCA:" and contains the text "jdoe". The second is labeled "Password:" and contains six dots. Below the password field, there is a checkbox with the text "Warn me before logging me into other sites." At the bottom of the form, there is a yellow "LOGIN" button and a "clear" link.

- 3) Click on the Webmail icon in the Applications box:



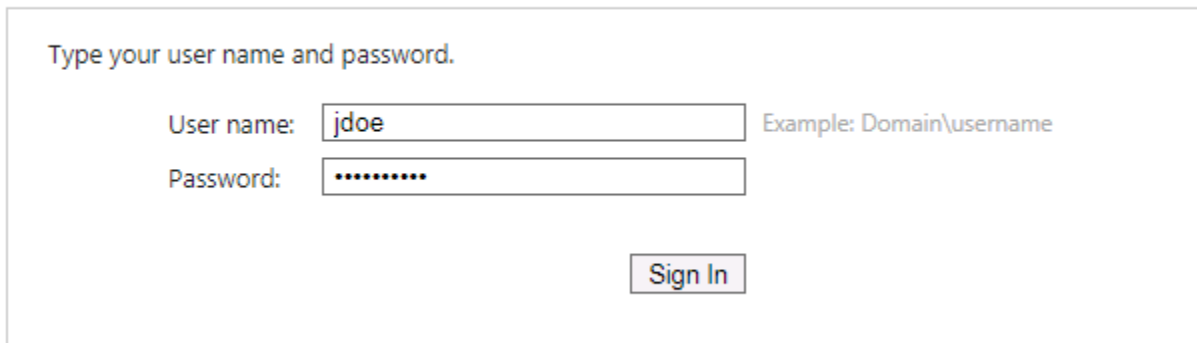
4) Enter your student email address and click Next:



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "jdoe@students.fairmontstate.edu". Below the input field is a blue button labeled "Next". At the bottom, there are two links: "No account? Create one!" and "Can't access your account?".

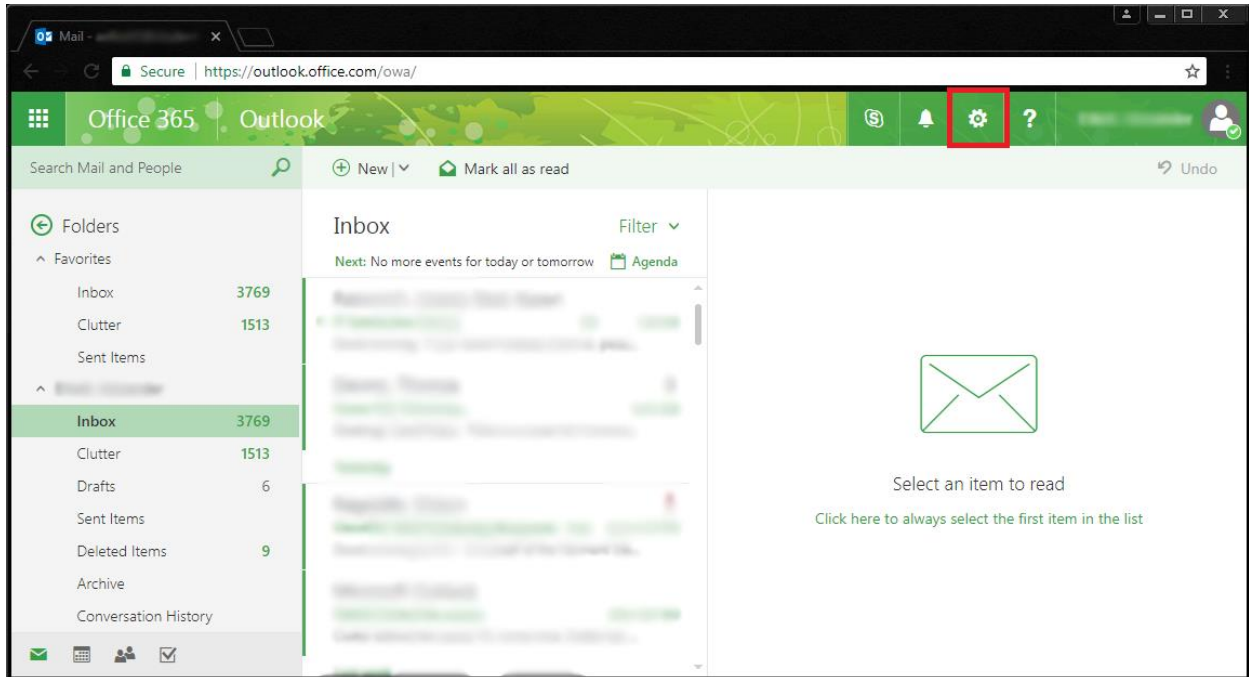
5) Sign in with your UCA and password:

Fairmont State University Sign-in Page

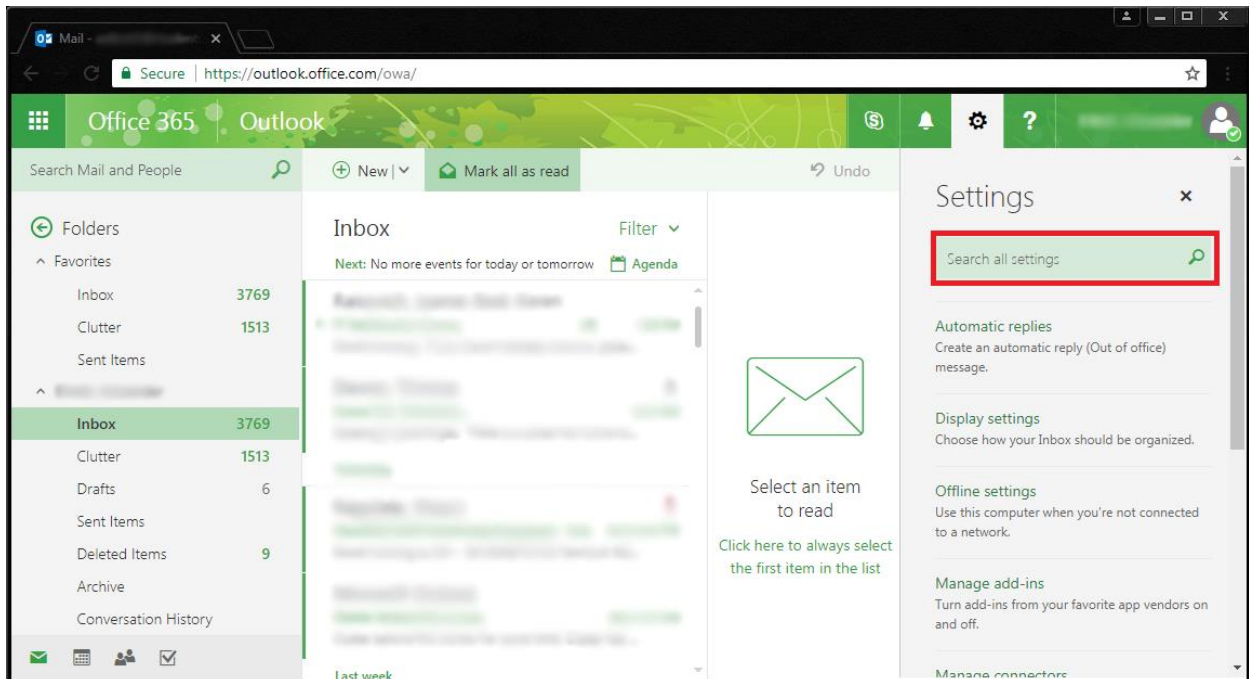


The image shows a sign-in page for Fairmont State University. It starts with the instruction "Type your user name and password." Below this, there are two input fields. The first is labeled "User name:" and contains the text "jdoe". To the right of this field is the text "Example: Domain\username". The second input field is labeled "Password:" and contains a series of dots representing a masked password. Below these fields is a button labeled "Sign In".

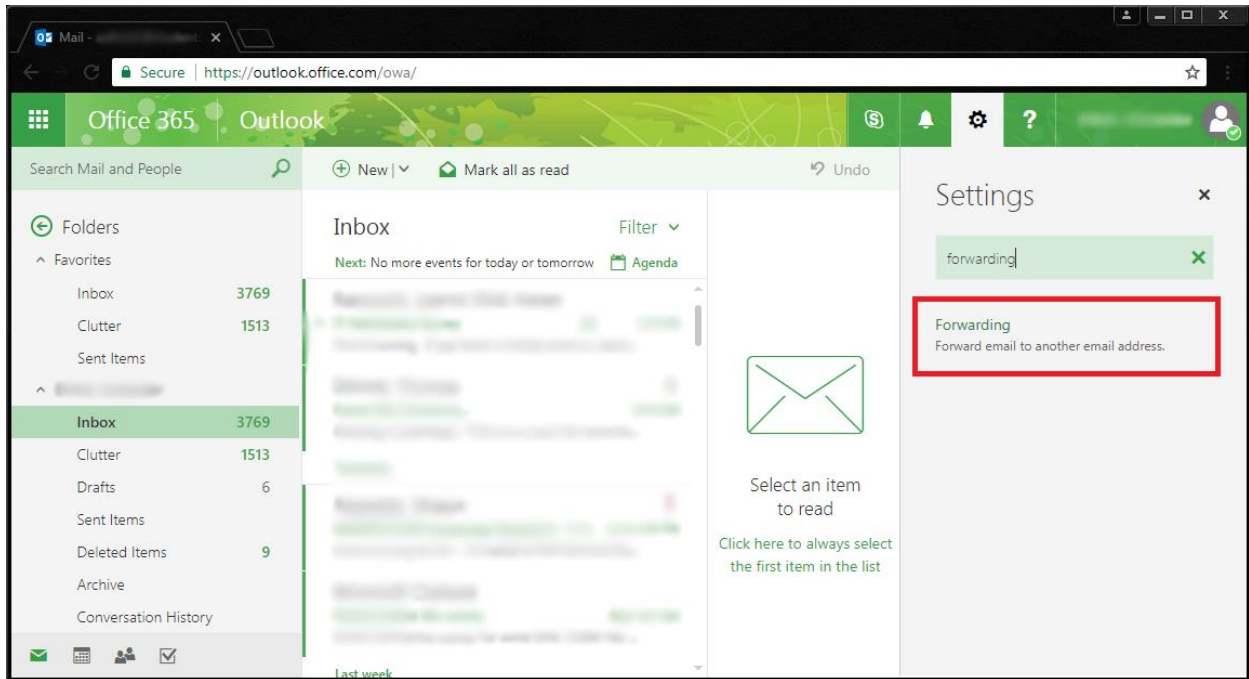
6) Go to your mailbox and click the Settings icon:



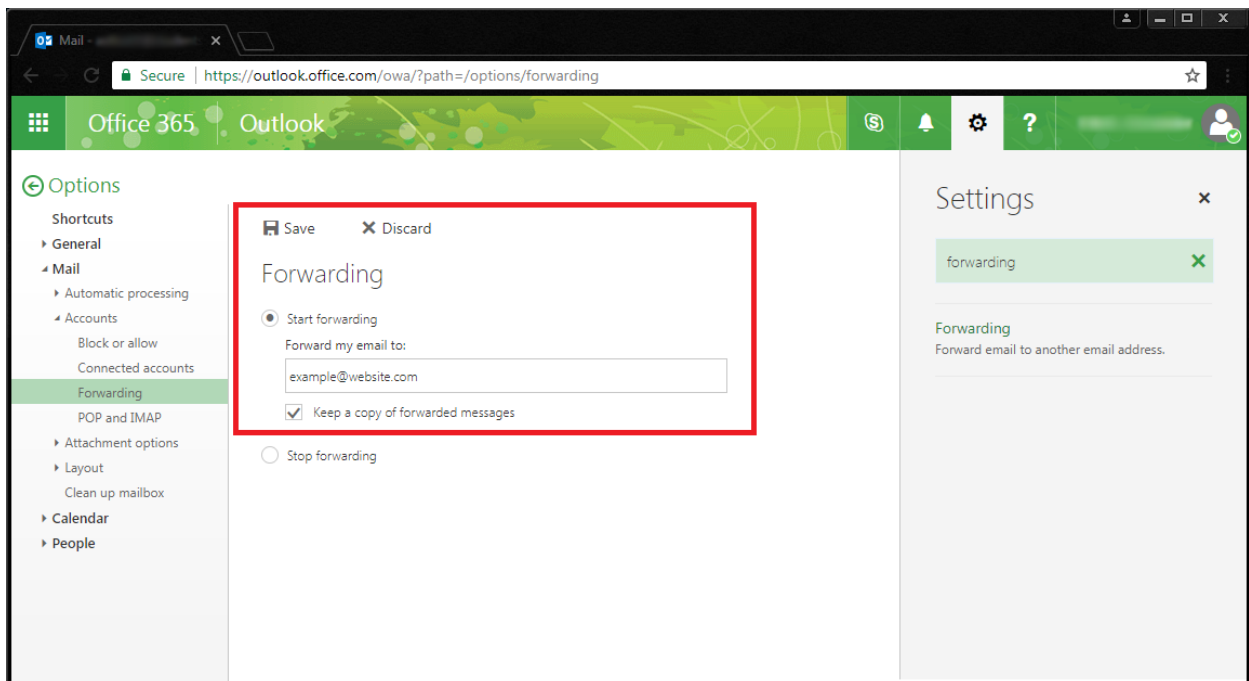
7) In the Settings search box type "forwarding":



8) Click on Forwarding:



9) Enter the email address you would like to forward emails to and click save:



Now emails sent to your Fairmont State address will be forwarded to your alternate email.