

## Forwarding your SSCC Office 365 Email to an alternate email account

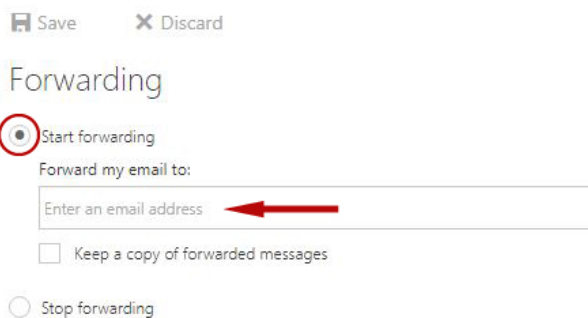
1. In order to forward your SSCC Office 365 Email to another email account, like Yahoo or Gmail, you will need to log into your [SSCC Office 365 Email](#) account and click on the **settings** menu located in the top right corner of the screen.



2. From there, you will need to select **Mail** from the drop down menu on the right, then select Forwarding from the drop down menu on the left.



3. This will bring you to the 'Forwarding' page. On this page you will need to select the **Start Forwarding** button and enter the email address you wish to forward your SSCC Office 365 Email to. Once you have entered the email you would like to forward to select **Save**.



4. Your email will now be forwarded to your alternate email address. If you have any questions please contact Tech Support at 937-393-3431 x2800.