**How to access the webmail:**

Go to <http://webmail.hccs.edu> or <https://outlook.office365.com/>



**How to setup Email forwarding:**

**Once logged in, click on the “Settings” option, which is the Gear Icon, on the top Left side of the window.**

**Click on the “Mail” Options and select “Forwarding” menu link. Choose Start Forwarding Radial button and enter your email address that you wish to forward your emails to.**

**Click the Save button to save your changes.**

