Setting up forwarding for your Skidmore Office 365 email account:
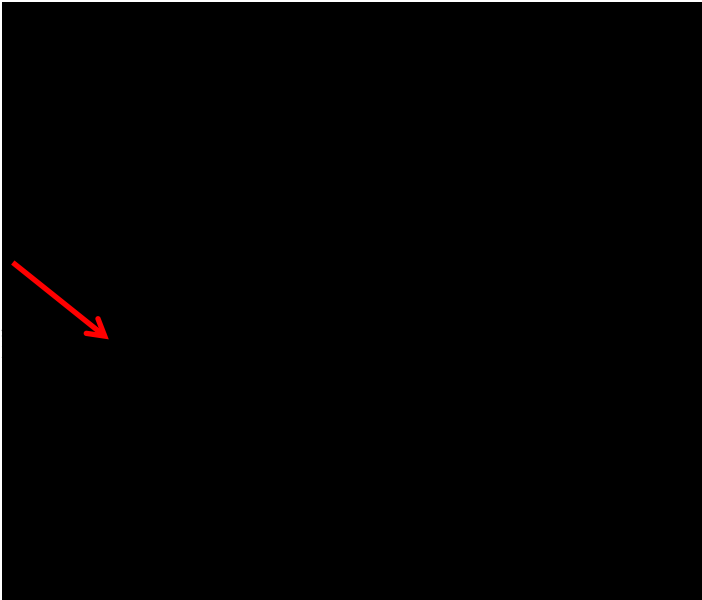
Go to http://outlook.com/skidmore.edu and login with your Skidmore email credentials. Once logged in, select the gear up near your user name in the top right corner.


From the menu that appears, select "Options"
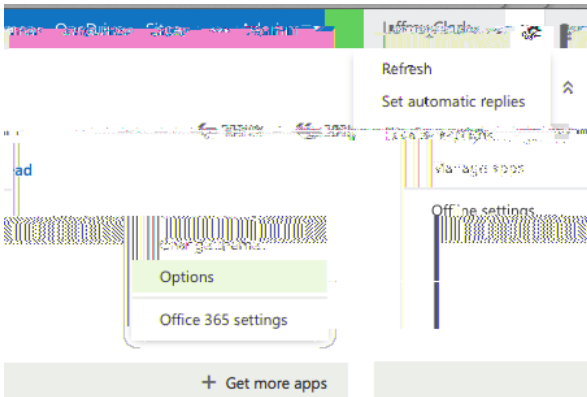
In the new window that appears on the right hand side of the screen select the option that says "Forward your email"

A new window will appear. In the section on forwarding put the external address you want to forward to in the email address block, and IMPORTANT – uncheck the block that selects "Keep a copy". This will prevent your Skidmore mailbox from filling up.
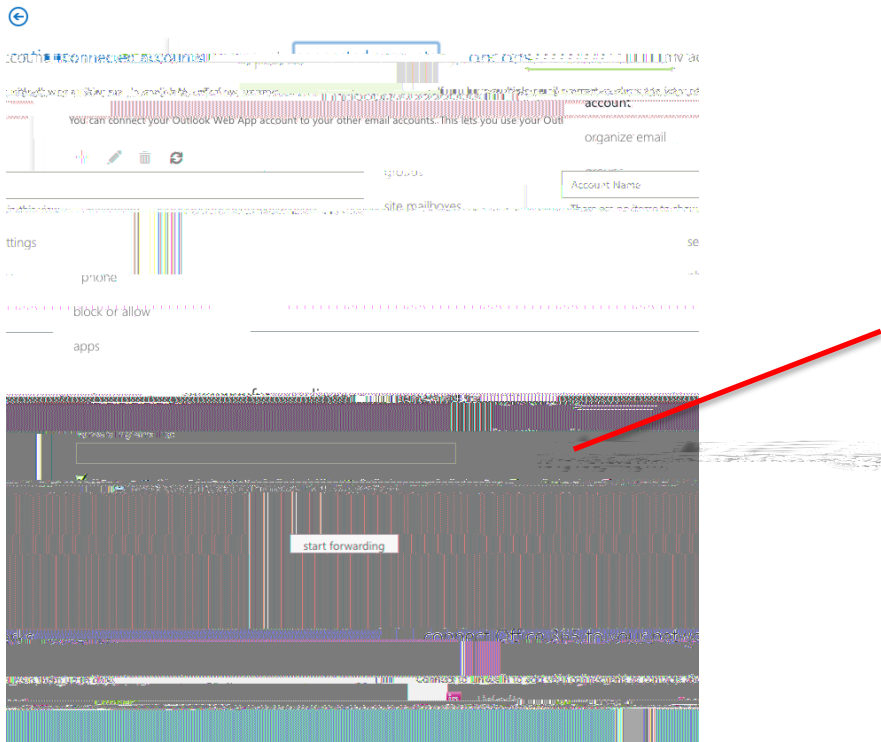
Hit "Start Forwarding" and all your mail will be sent to the new email address.