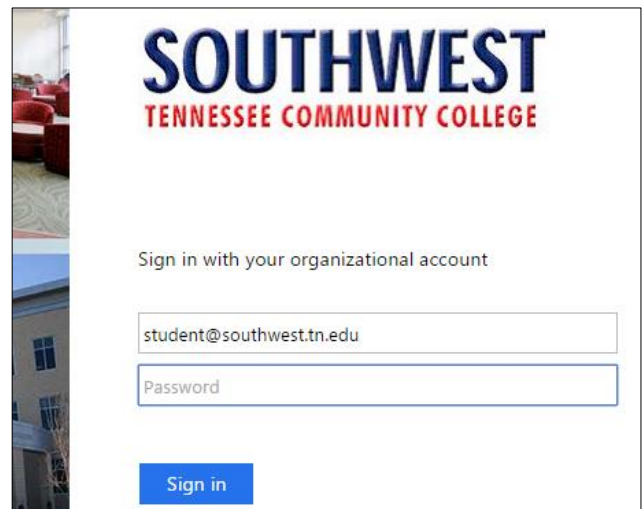
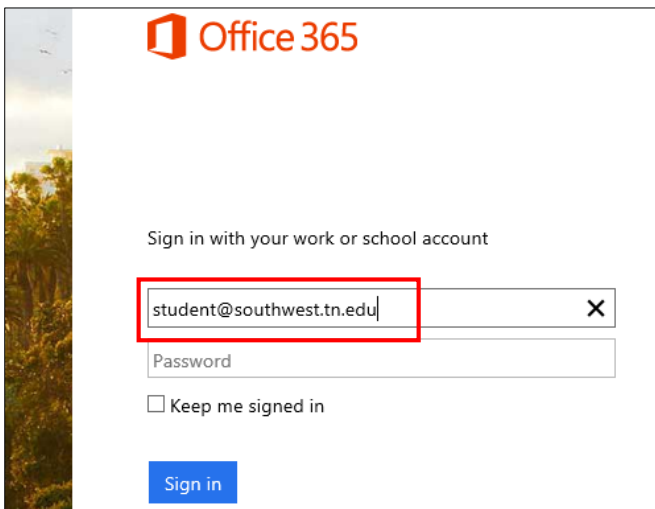



## How to Forward Southwest Emails to a Personal Email Address

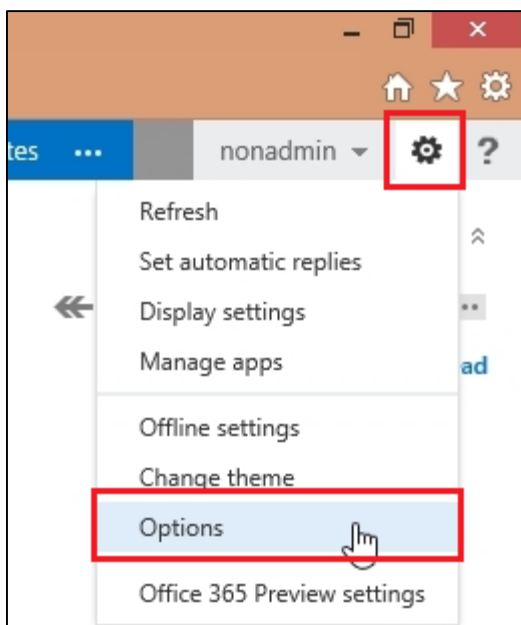
**Important Note:** Southwest sends all official communications to your Southwest Email account. This guide is designed for student who want to forward emails from their Southwest email account to a personal email address.

Students can gain online access to email by visiting the Outlook Web App (OWA) at <http://outlook.office365.com>

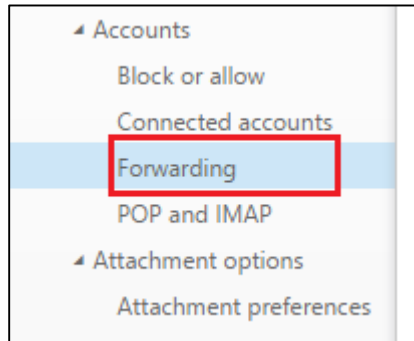
1. Open your web browser and visit, <http://outlook.office365.com>
2. Login using your Southwest email address. Once you enter your email address, the website will redirect you to our internal Office 365 homepage.




3. Once logged in, in the top right corner of the OWA, press the "Cogwheel"  button that will take you to Settings, and then choose Options:

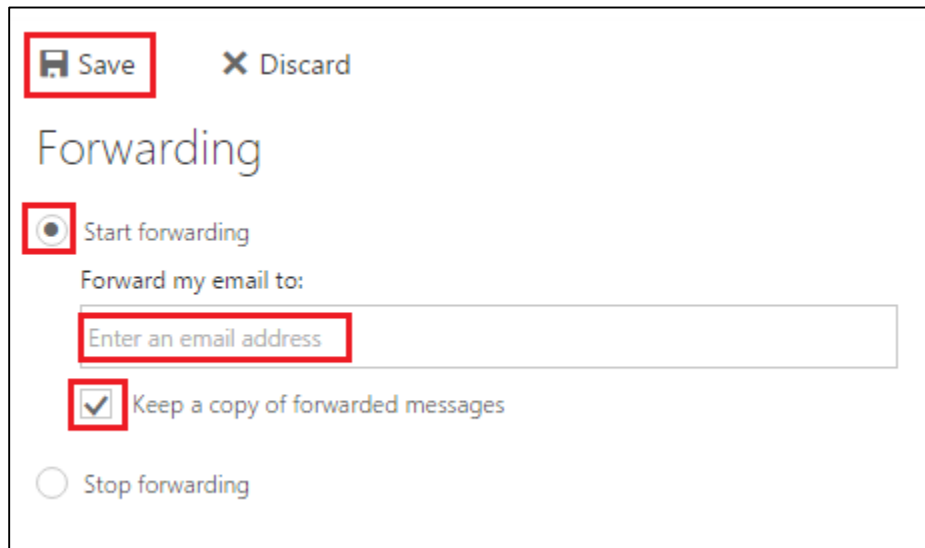


4. On the left menu, under Accounts, select Forwarding



5. To forward email,

- select the “Start forwarding”  button
- enter your personal email address (Southwest is not responsible for emails sent to personal email addresses)
- check “Keep a copy of forwarded message”
- click “Save”  Save to make the changes permanent



If you have any questions about our Office 365 offerings, call the help desk at 901-333-(HELP) 4357.