How to forward the LACCD student email to your private email



🗰 Office 365 🛛 Outlook

Shortcuts	
 General 	
∡ Mail	
 Automatic processing 	
Automatic replies	
Clutter	
Inbox rules	
Junk email reporting	
Mark as read	
Message options	
Read receipts	
Reply settings	
Retention policies	
 Accounts 	
Block or allow	
Connected accounts	
Forwarding	
POP and IMAP	
✓ Layout	
Conversations	
Email signature	

Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

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- Automatic processing Control how incoming and outgoing email is handled.
- Accounts Choose how email will flow in and out of your accounts.
- Layout Customize the look of your inbox and email messages.
- S/MIME Manage encryption and digital signature settings for email that you send.



- Click 'Start Forwarding'
- Enter in personal email address
- Check box if you would like Office365 to store copy of original email
- Click Save