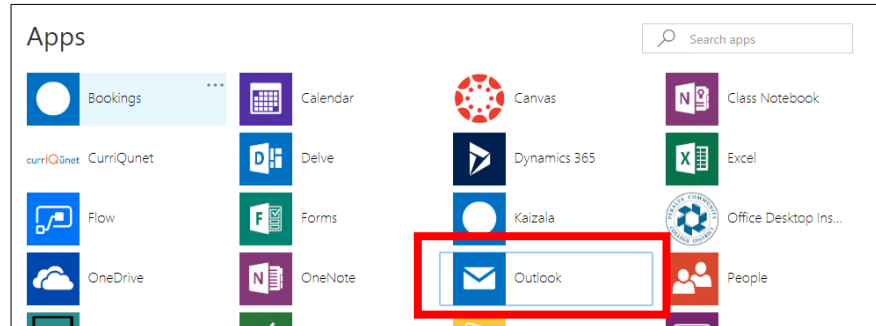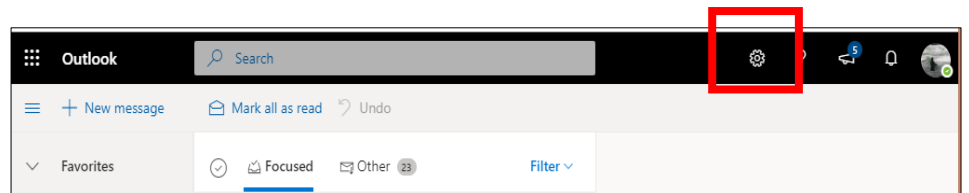# Forward Your Peralta Email
to Another Email Account
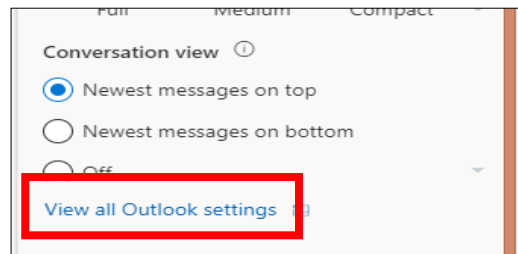
1. Go to student.peralta.edu and log in to the Student Portal.

2. Click on the "Outlook" app.

3. Click on Settings Icon

4. Scroll to the bottom and click on "View all Outlook settings"

5. Click on "Mail" and then "Forwarding" to type a new email address.

6. Add your email to in the "Forward my email to:" box

7. Click on "Enable forwarding" and "Keep a copy of forwarded messages".