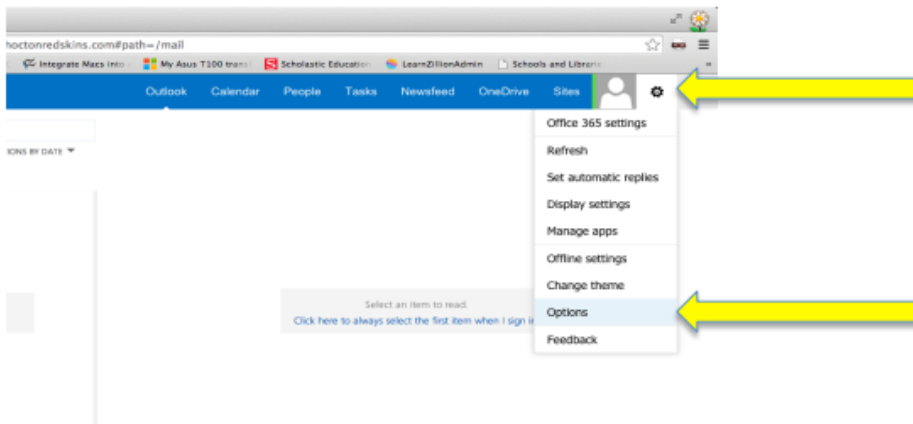


Forward Office 365 email to Omeresa Account

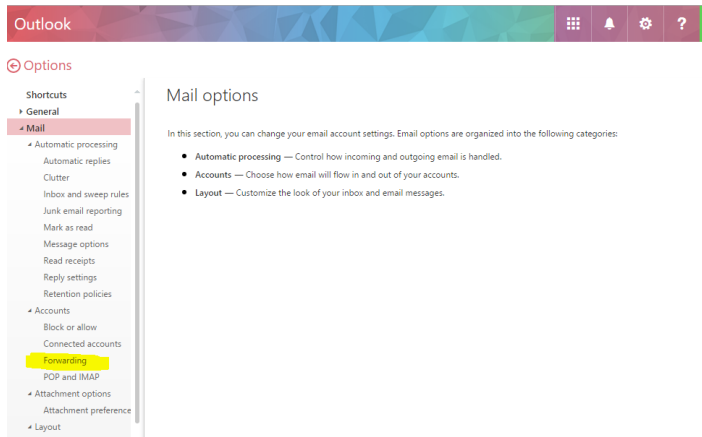
If you are not planning to email back and forth with students--as teachers in grades 7-12 may be doing--it is OK to have your Office 365 email forwarded to your Omeresa email account.

Here is how to set this up:

1. Log into your Office 365 account and go to **Mail**.
2. In the top right near your About Me picture, click on the Gear and then Options.



3. Click on the link Forwarding –see highlighted.



3. Set it up like the diagram below (with your email address) and then Save.

