

How to Forward Your Ole Miss Emails to Your Business School Email?

1. Log in to your new/migrated Ole Miss email account using this address:
<http://Office365.olemiss.edu>



Sign in with your WebID

YourWebID@olemiss.edu

Sign in

Please login with your WebID and password.
[Password Help](#)

Webid: YourWebID@olemiss.edu

Password: your my.Olemiss.edu password

2. Click "Sign in"
3. Search for Forwarding

The screenshot shows the Office 365 settings interface. At the top, there is a navigation bar with icons for settings (a cogwheel), help (a question mark), and a user profile. Below this, the 'Settings' pane is open, displaying a search box with the word 'Forwarding' entered. The search results show 'Forwarding' as a selectable option. Three red arrows point from text instructions to the settings cogwheel, the search box, and the 'Forwarding' search result.

1. Click on the "Cogwheel"
2. Type in "Forwarding" in the search box
3. Click on Forwarding

4. Enter your forwarding address

The screenshot shows the Outlook 'Options' pane on the left with 'Forwarding' selected. The main area is titled 'Forwarding' and has two radio buttons: 'Start forwarding' (selected) and 'Stop forwarding'. Under 'Start forwarding', there is a text box labeled 'Forward my email to:' containing 'username@bus.olemiss.edu'. Below this is a checkbox for 'Keep a copy of forwarded messages'. At the top right of the main area are 'Save' and 'Discard' buttons. Red arrows point from the 'Save' button to the text '2. Click Save and you are done' and from the text box to the text '1. Enter your Business School Email address'.

5. Sign out and you are done!

The screenshot shows the top right corner of the Outlook interface. A user profile menu is open, showing a profile picture, a 'Change' link, 'Open another mailbox...', and 'Sign out'. Red arrows point from the 'Sign out' option to the text '2. Sign Out' and from the profile picture area to the text '1. Click Here'.