How to Forward Your Student Email to Your Personal Email Account

Purpose: If you don't have the time to read both your student and personal email, you may miss critical emails from the Office of Financial Aid, the Bursar's Office, and others. It is very easy to forward your student email to your personal email account by following the steps below:

Note: This only forwards new mail from your Inbox, not mail in subfolders.

Step 1: Login to Office 365 (https://office365.tsu.edu)

Step 2: Click Outlook

Step 3: Click Settings (gear icon in the upper right-hand of your screen).

Step 4: At the bottom of the Settings panel, Click View all Outlook settings - Click Mail

Step 5: Click Forwarding

Step 6: Under the "Forwarding" heading, select Enable Forwarding

Step 7: Type the email address you wish to forward your mail (e.g., gmail, hotmail, etc.)

Step 8: Recommended: Select "Keep a copy of all forwarded messages"

Note: If you do not select this, nothing sent to your firstname.lastname@student.tsu.edu email account will be saved in your university mailbox.

Warning!!! Some email senders do not allow their mail to be forwarded. You will need the "keep copy "in your university mailbox to get the message.

Step 9: Select Save