

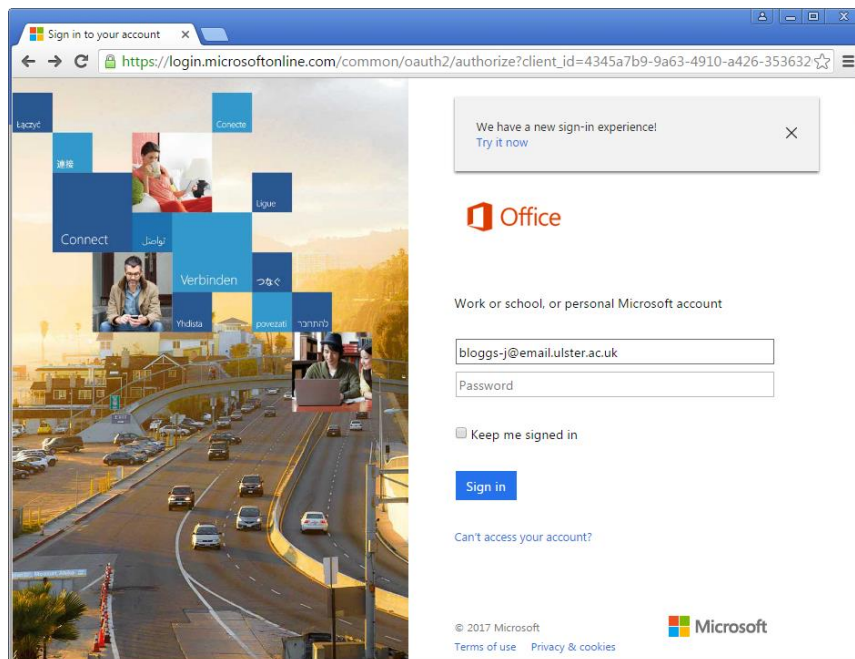
Forwarding Mail from old to new student e-mail accounts

Students - Self help guide

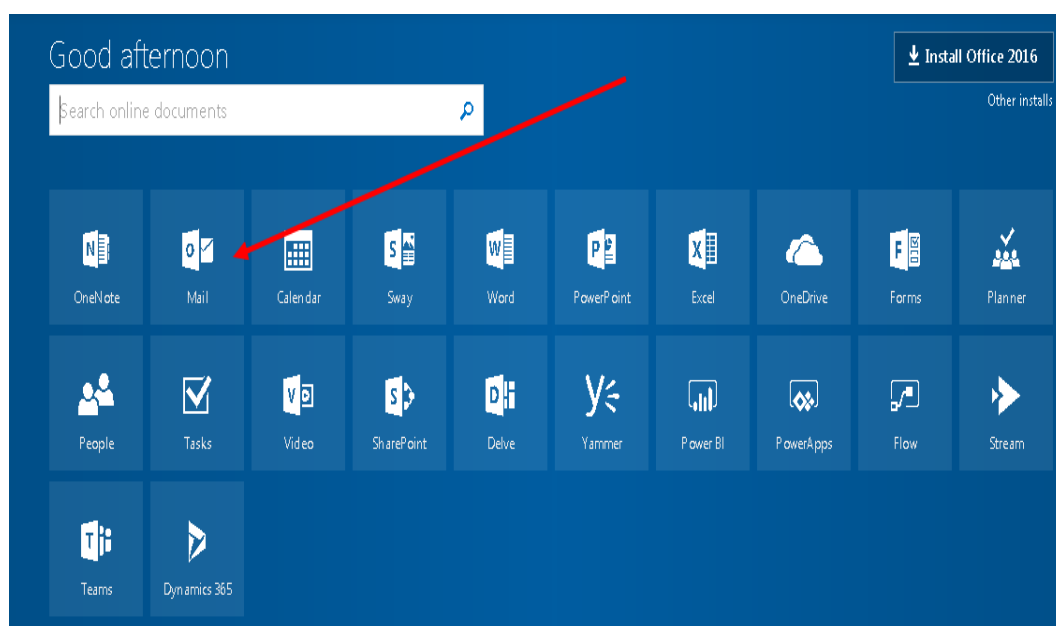
1. Use the link below to open the Office 365 login page

<https://login.microsoftonline.com/>

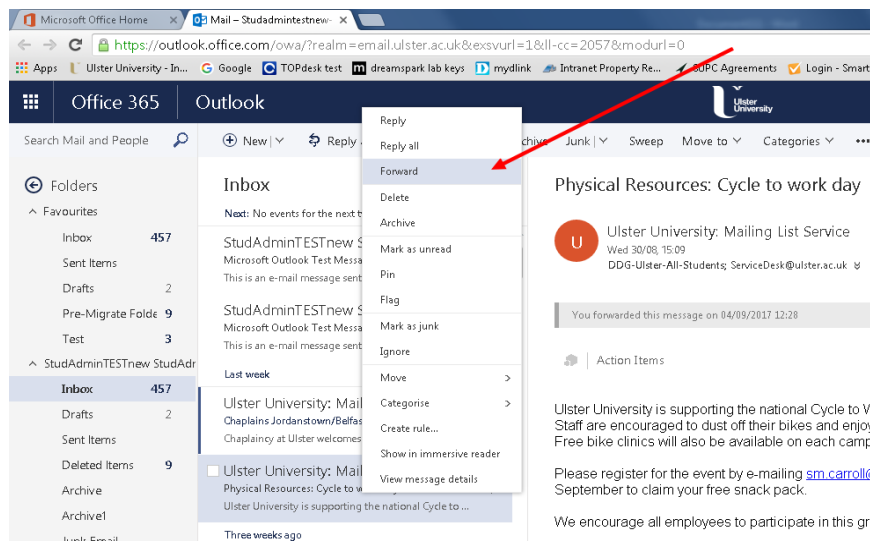
2. Enter your old email address of format (***surname-initial@email.ulster.ac.uk***), your old email password and click [Sign in]



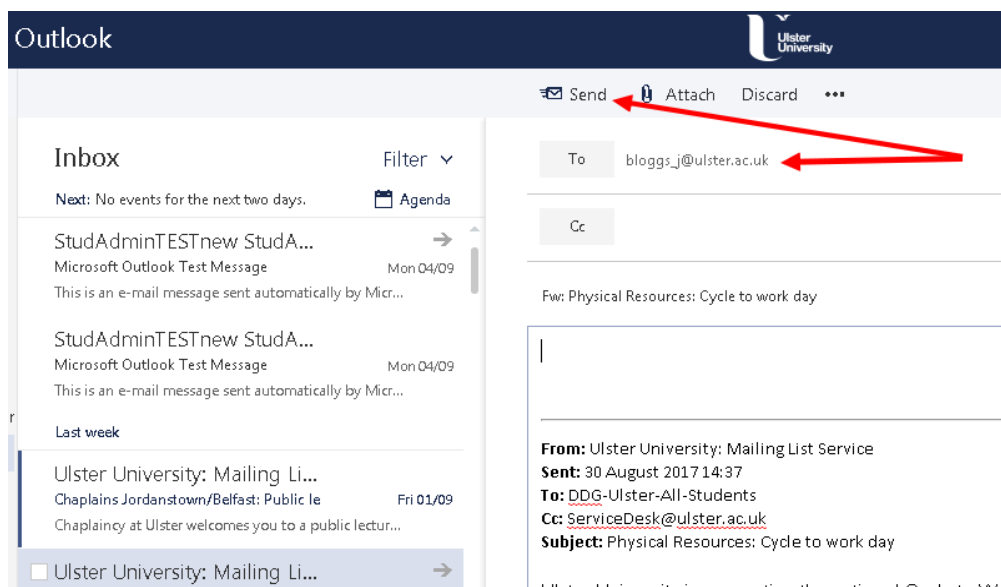
3. Select [Mail]



4. Move to the email you wish to forward to your new email account, hover the mouse on top of the mail, right click and select [Forward]



5. Type in your new email address of the format (surname-initials@ulster.ac.uk) and click [Send]



This will forward the email from your old **email.ulster.ac.uk** to new **ulster.ac.uk** account.