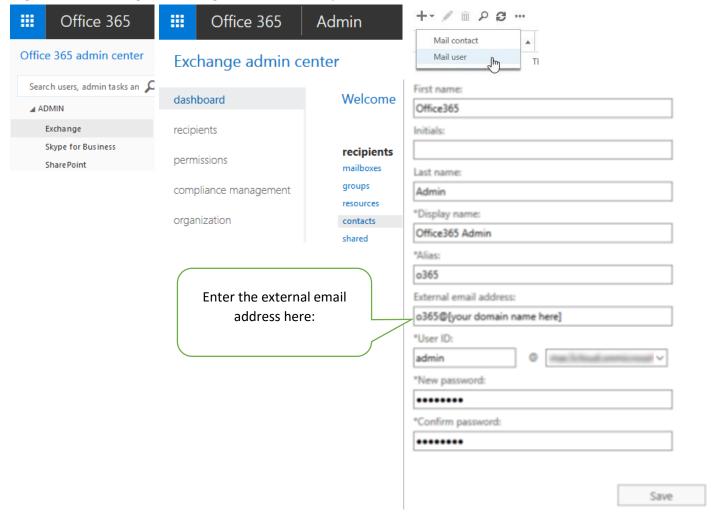
## Office 365: Add an email forwarder to an external email address

Logon as Admin and go to Exchange Admin, then Recipient Contacts; add a new Mail user



Edit the contact and add/verify/amend the email addresses associated with this contact:

## Office365 Admin

general
contact information
organization
• email addresses
mail flow settings
member of

Each email address type has one default reply address. The default reply address is displayed in bold. To change the default reply address, select the email address that you want to set as the default, and then double-click to edit it.

Email address:



TYPE	EMAIL ADDRESS
SMTP	o365@
smtp	admin
smtp	o365

MailTip