

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**

Office 365

Office 365 Admin

Office 365 admin center

Search users, admin tasks and more

ADMIN

Exchange

Skype for Business

SharePoint

Exchange admin center

dashboard

recipients

permissions

compliance management

organization

Welcome

recipients

mailboxes

groups

resources

contacts

shared

Mail contact

Mail user

First name:

Office365

Initials:

Last name:

Admin

*Display name:

Office365 Admin

*Alias:

o365

External email address:

o365@[your domain name here]

*User ID:

admin

*New password:

*Confirm password:

Save

Enter the external email address here:

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

MailTip

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