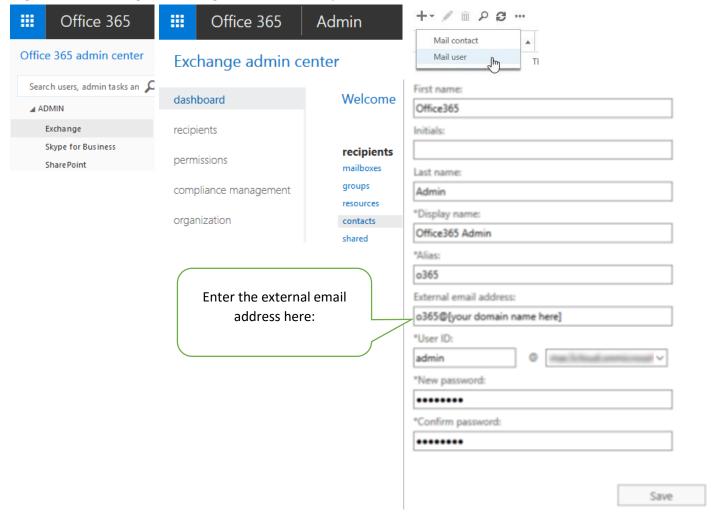# Office 365: Add an email forwarder to an external email address

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

Enter the external email address here:

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

[End of article]