


## How to forward email sent to your Mocs account to a different email address

Florida Southern College offices will often use the email account you have indicated via the Portal to send individualize email messages. However, many bulk announcements will be sent to your @mocs.flsouthern.edu account. You are responsible for keeping up-to-date with the announcements sent to this account. If you would prefer to have all of your email forwarded to the email account you have indicated via the Portal or another account of your choosing follow these instructions to forward email sent to your Office 365 inbox.

- Sign into your Office 365 Mocs account. <https://www.outlook.com/mocs.flsouthern.edu>
  - (If you have forgotten your password please visit the Rinker Technology Center or call (863) 616-6426)
- Click the 'gear' icon in the upper right-hand corner of the screen,  enter 'Forwarding' in the search box. Click "Forwarding" link.
- Choose the "Start forwarding" radio button
- Enter an email address to forward your email to
- Decide whether to keep a copy of the forwarded message in your Office 365 Outlook Inbox
- Click Save

 Save       Discard

### Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

Stop forwarding

To stop forwarding email, return to this screen and choose "Stop forwarding" and click save.