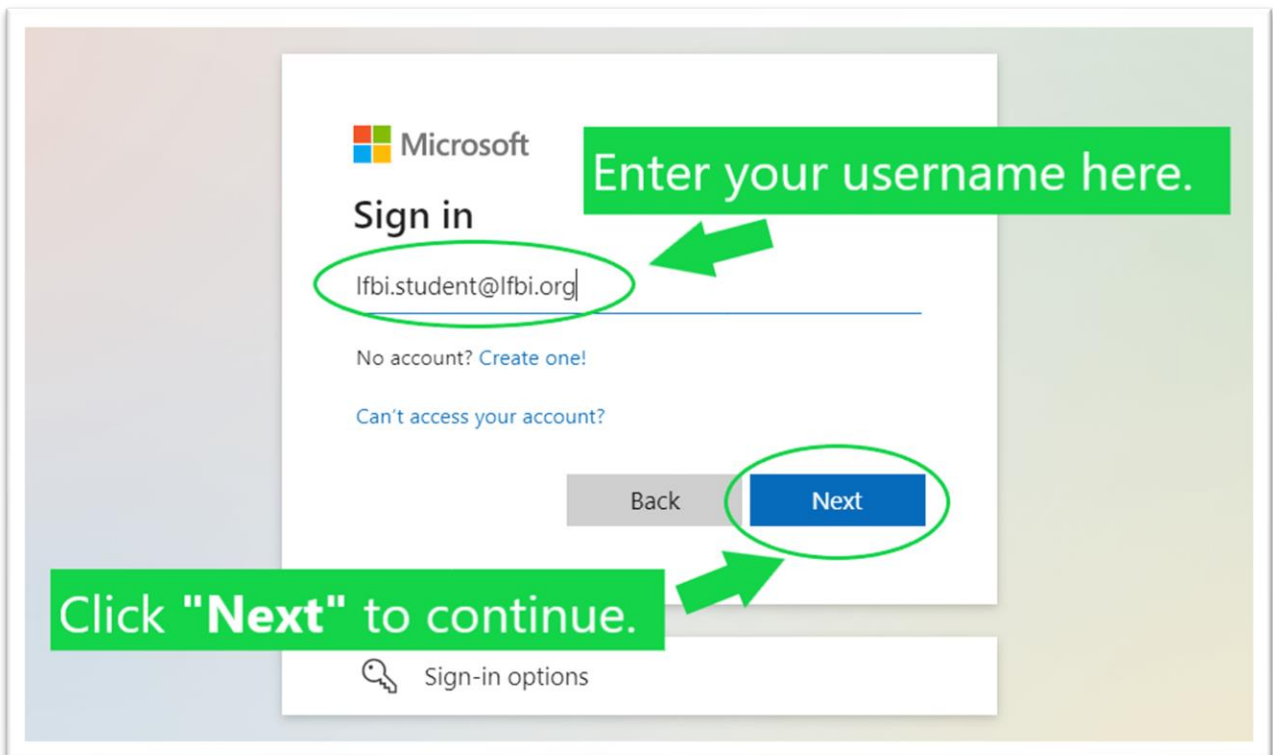


HOW TO FORWARD YOUR LFBI E-MAILS

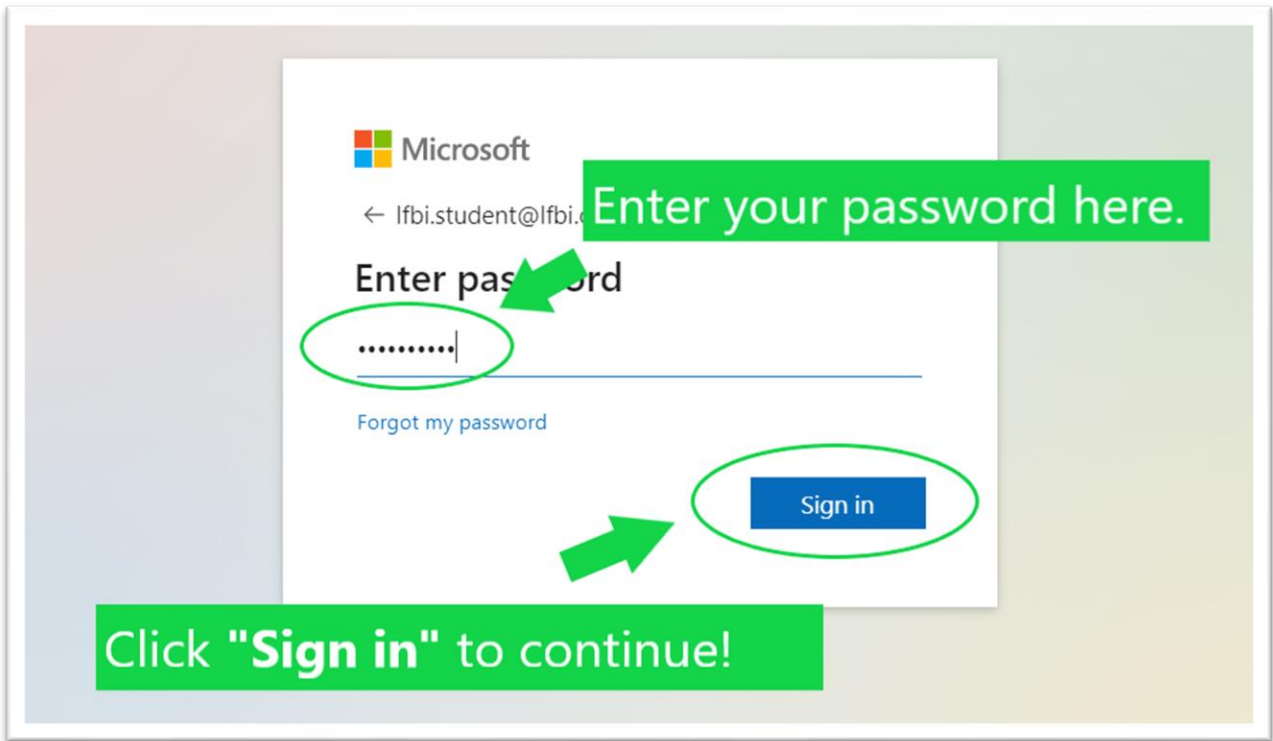
STEP ONE: Logging in to your Microsoft Account.

Click here to begin editing your Microsoft Outlook Settings:
<https://outlook.office.com/mail/inbox>

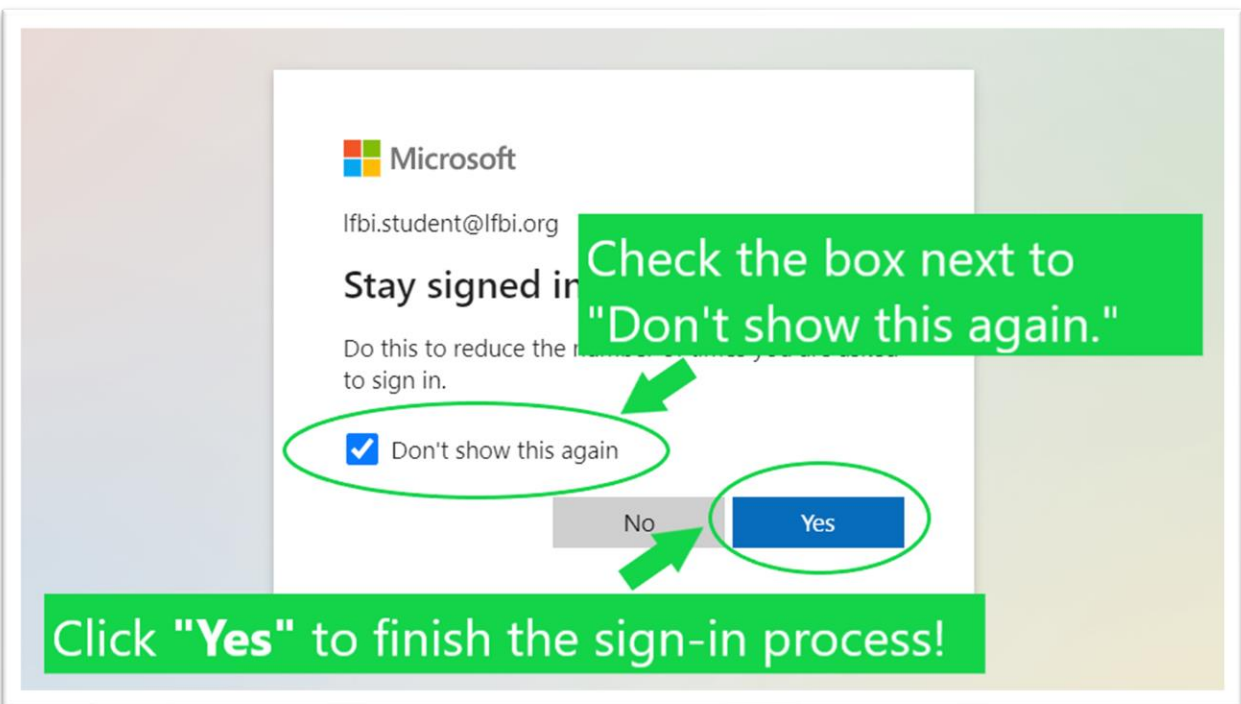
Once you have clicked the link above, you will be prompted to log in to your Microsoft Account. You will need to enter the username provided to you in your Welcome E-mail. (Usernames are formatted as [firstname.lastname@lfbi.org](#).)



Next, enter your password and click **"Sign in."** **NOTE:** If you are having troubles with your password, please contact rbagunu@lfbi.org for log-in assistance.



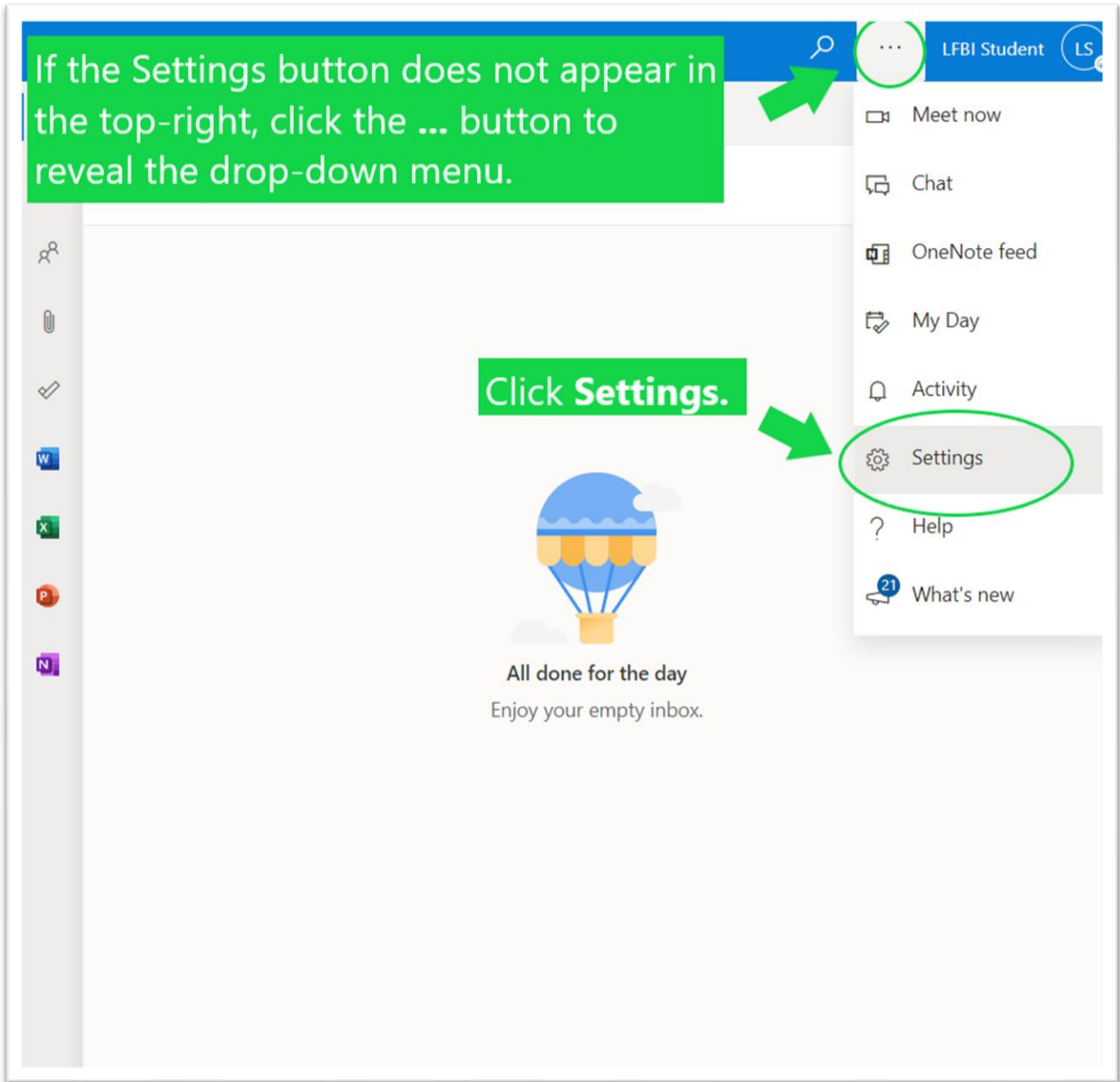
If prompted, check the box next to "Don't show this again." and click **"Yes"**.



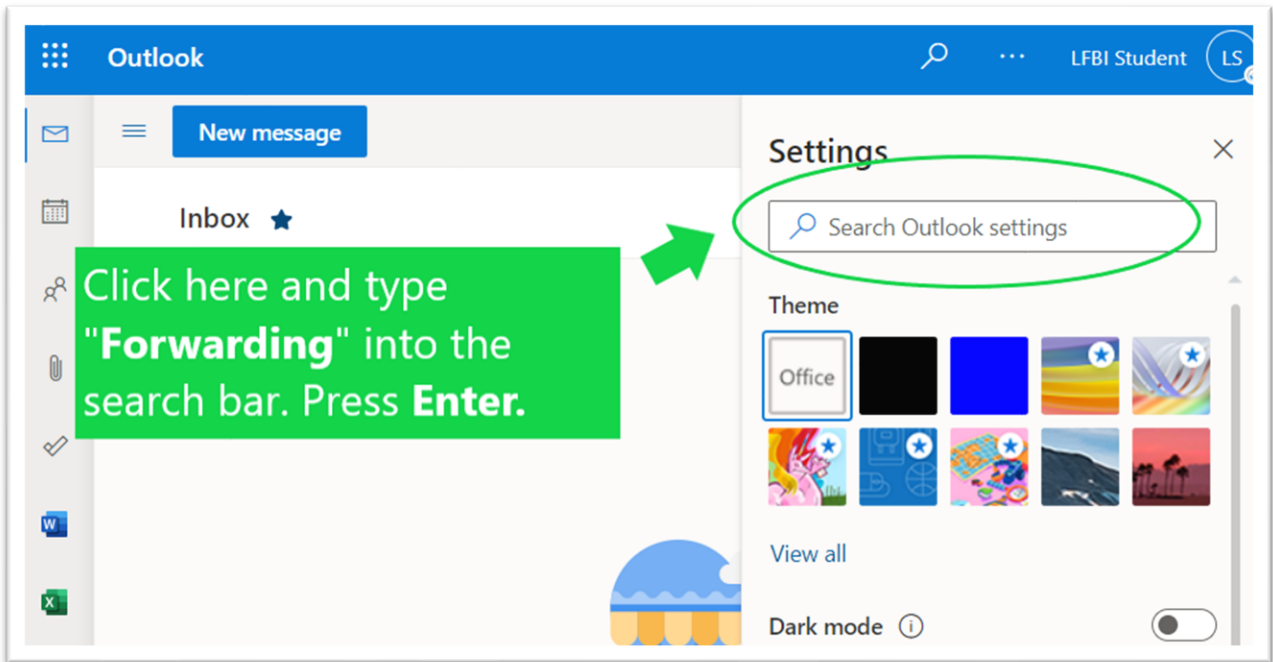
STEP TWO: Forwarding your Emails.

You should now be logged in to your Microsoft Account. The [link](#) at the top of this document should have taken you to the Outlook application, Microsoft’s in-browser email inbox.

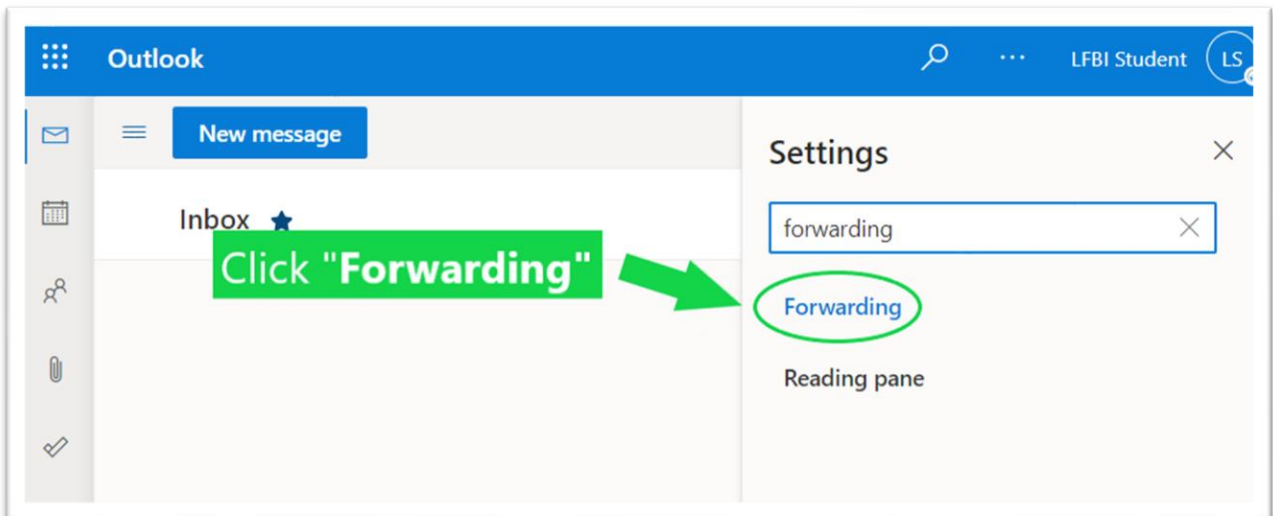
First, you will need to access the **Settings** for Outlook. There is a gear icon that will appear either on the top-right corner of your window, or you will need to click the ... button to make it appear in a drop-down menu, as pictured below.



Next, you will need to click on **Search Outlook settings** and type in "**Forwarding**" in order to adjust that setting. Press the **Enter** key to complete the search.

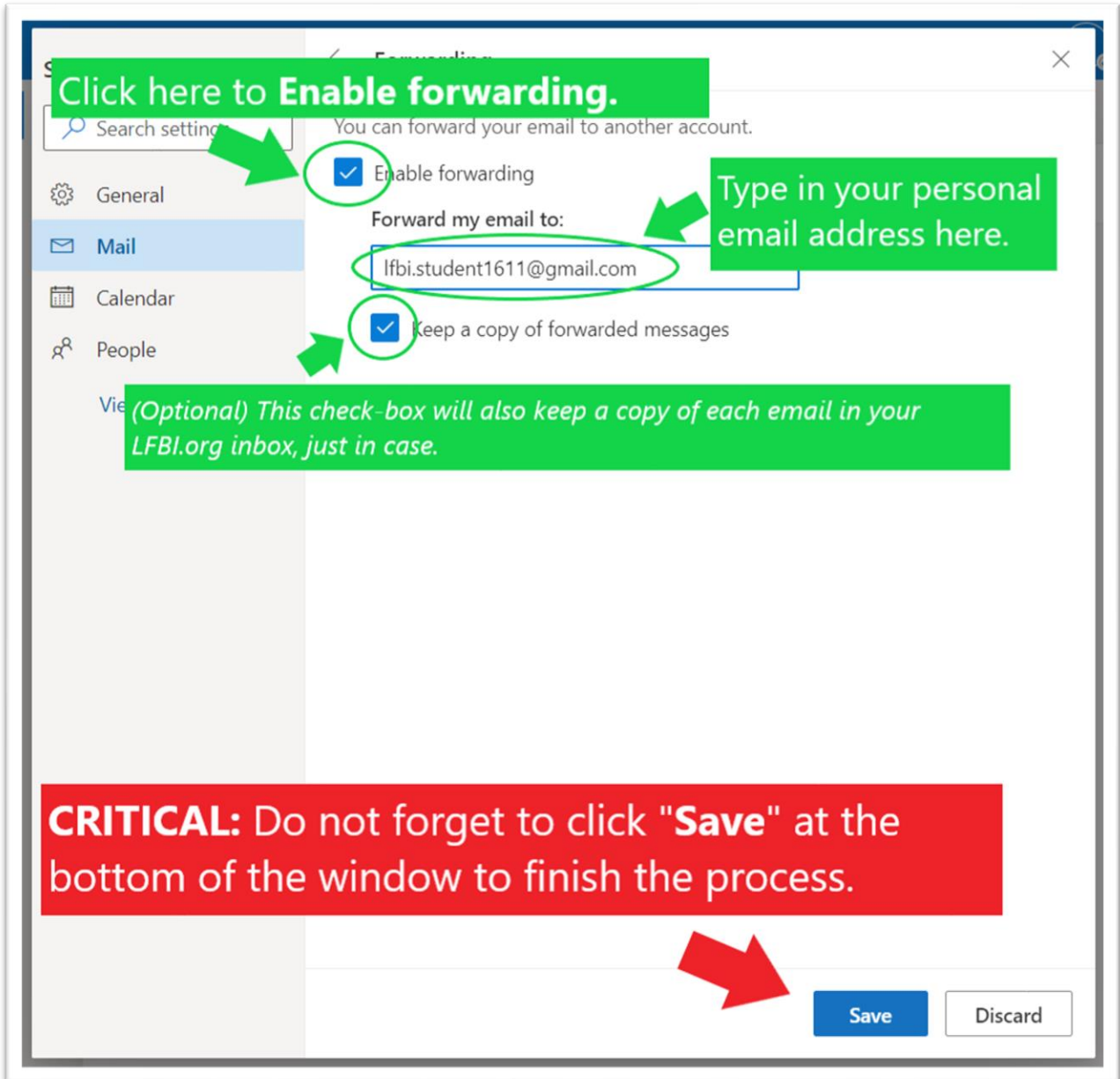


In the search results, click "**Forwarding**".



In the **Forwarding** settings window, click the box next to **Enable forwarding** to activate it. Type your personal email address in the box below **“Forward my email to:”**.

CRITICAL: Do not forget to click **“Save”** at the bottom of the window to finish the process and enable forwarding.



Any questions or difficulties? Please contact rbagunu@lfbi.org for assistance.