

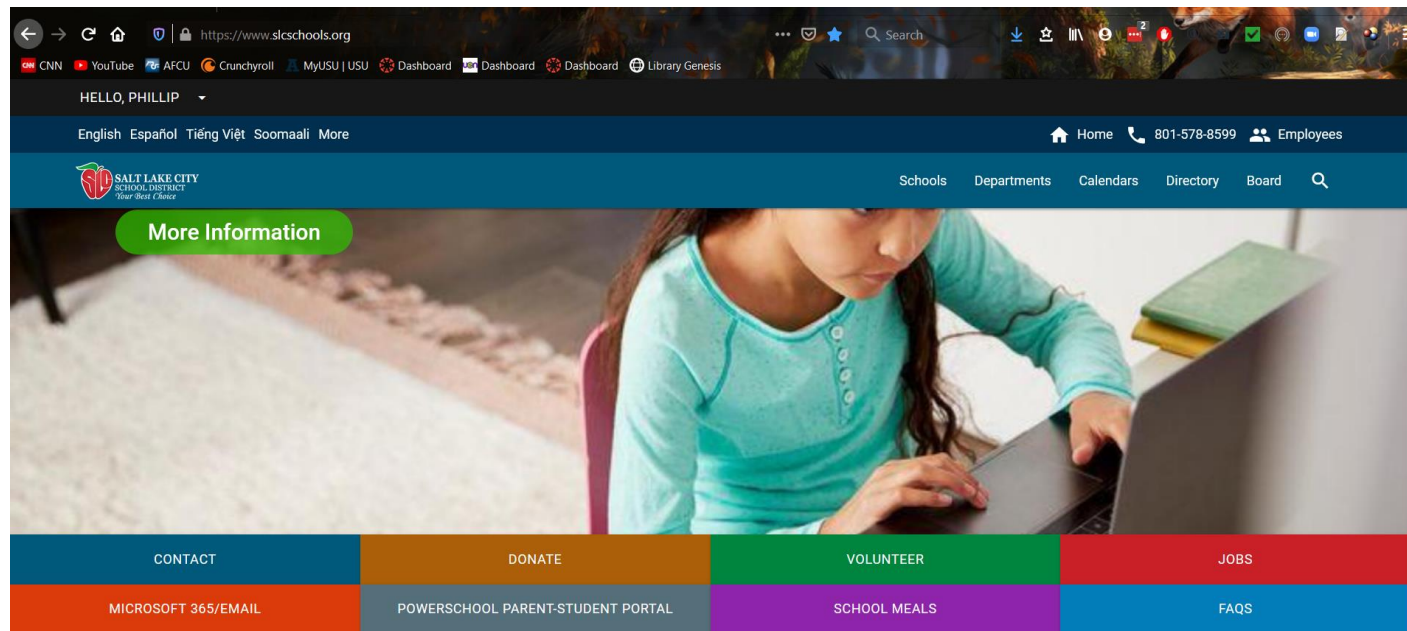


Forwarding SLCSD Email

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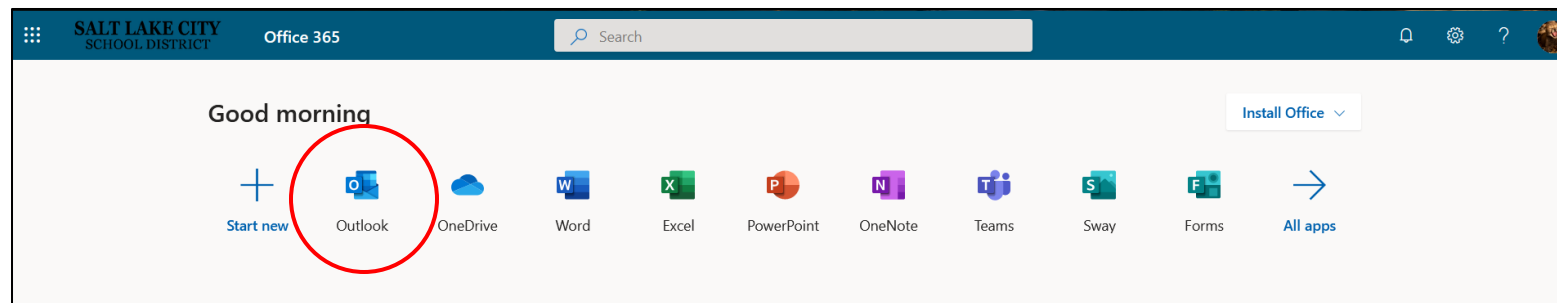
Log into Outlook

1. Go to slcschools.org and click on the “Microsoft 365/Email” tab.



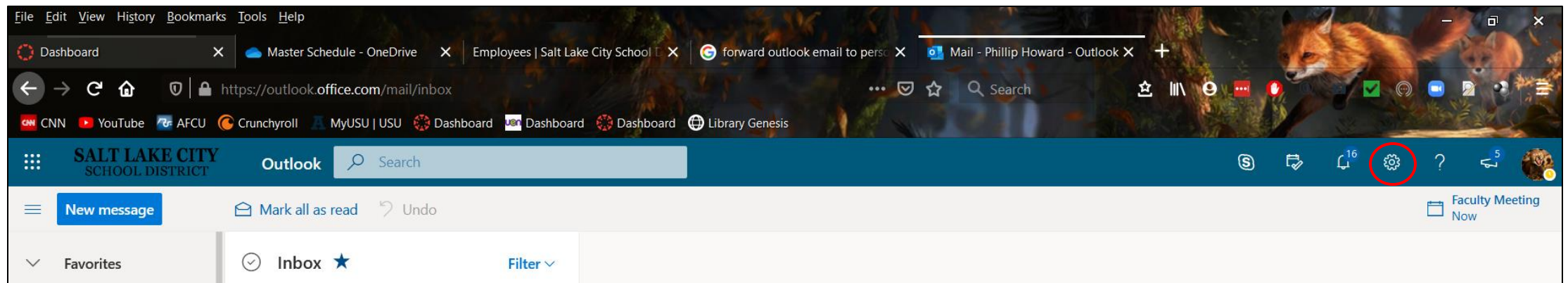
Log into Outlook

2. After entering your student email address and password (the same login you use for school computers and Canvas), click on “Outlook” from the top banner.



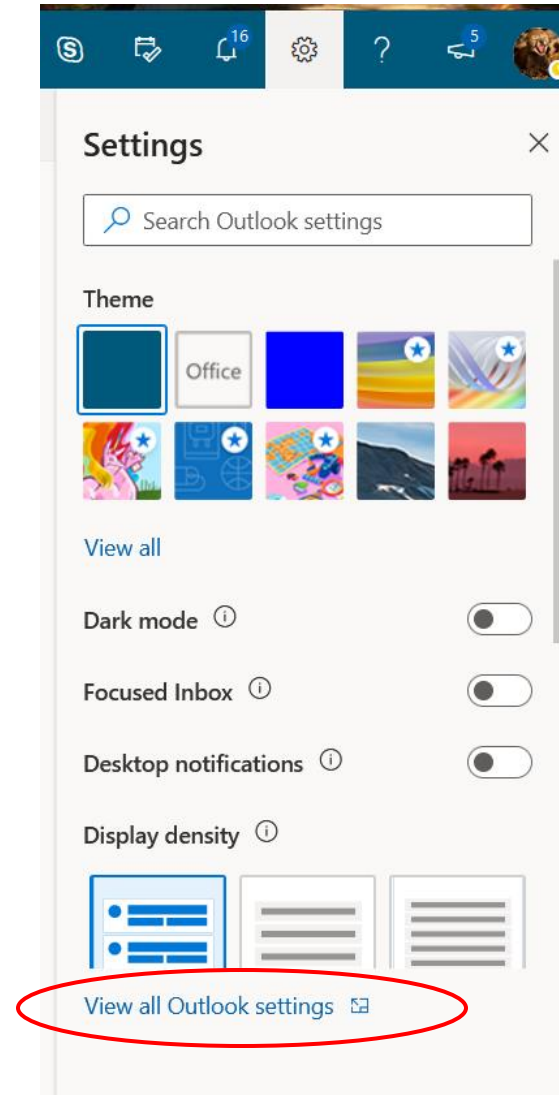
Settings

3. Once your Outlook mail page has loaded, click the settings icon in the top right.



Settings

4. Click on the “View all Outlook settings” link at the bottom of the settings option page.



View All Grades

5. Complete the following sequence to register your forwarding email.

The screenshot displays the Outlook 'Settings' application with the 'Forwarding' section selected. The interface is annotated with five red numbers and circles indicating the steps to configure email forwarding:

- 1**: The 'Mail' category in the left-hand settings menu is circled in red.
- 2**: The 'Forwarding' option within the 'Mail' settings list is circled in red.
- 3**: The 'Enable forwarding' checkbox is checked and circled in red.
- 4**: A red arrow points from the number '4' to the text input field for 'Forward my email to:', which contains the placeholder text 'your personal email here'.
- 5**: The 'Save' button at the bottom right of the settings pane is circled in red.