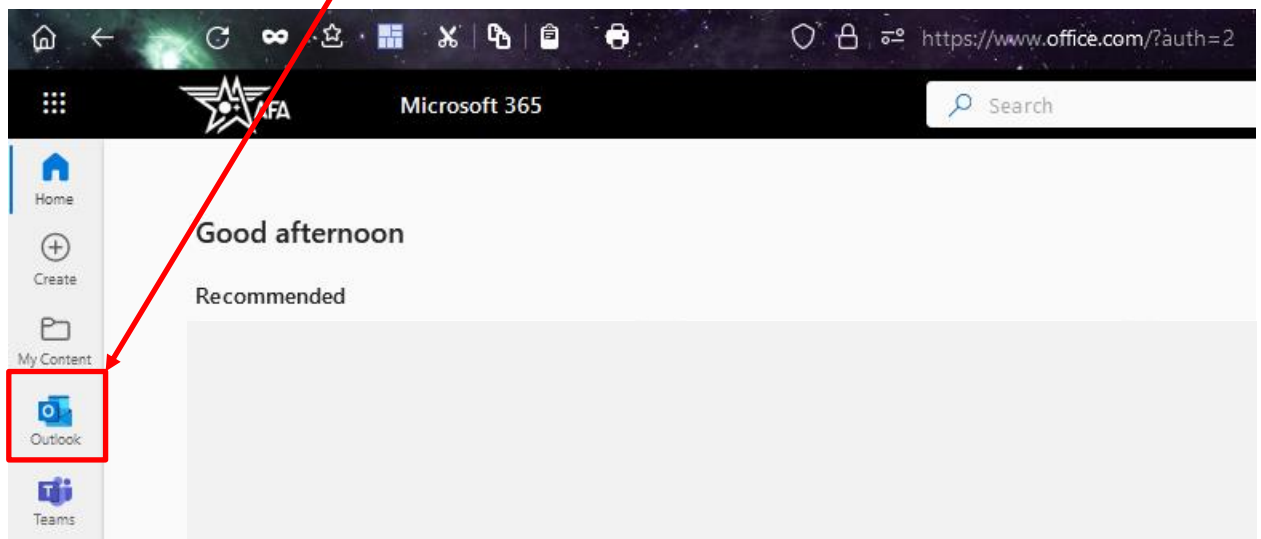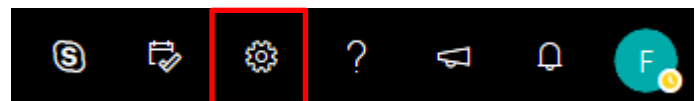# How to Automatically Forward AFA E-mails to a Personal E-mail Account

CAUTION: Only one person per leadership team should do this. Otherwise, other members of the team, especially at the chapter level, may not be able to see e-mails that come to your account.
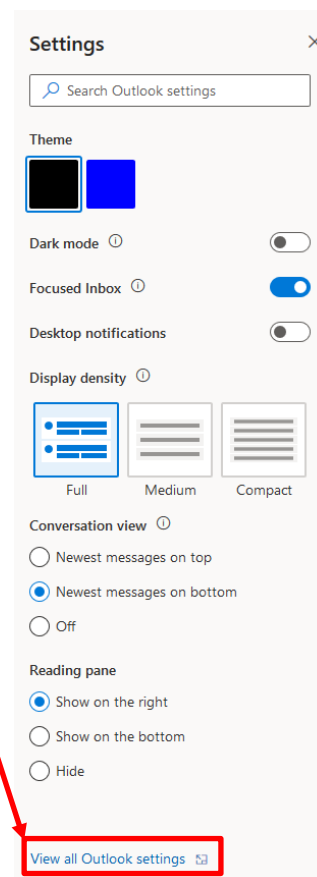
1. Log in to your AFA e-mail as normal.
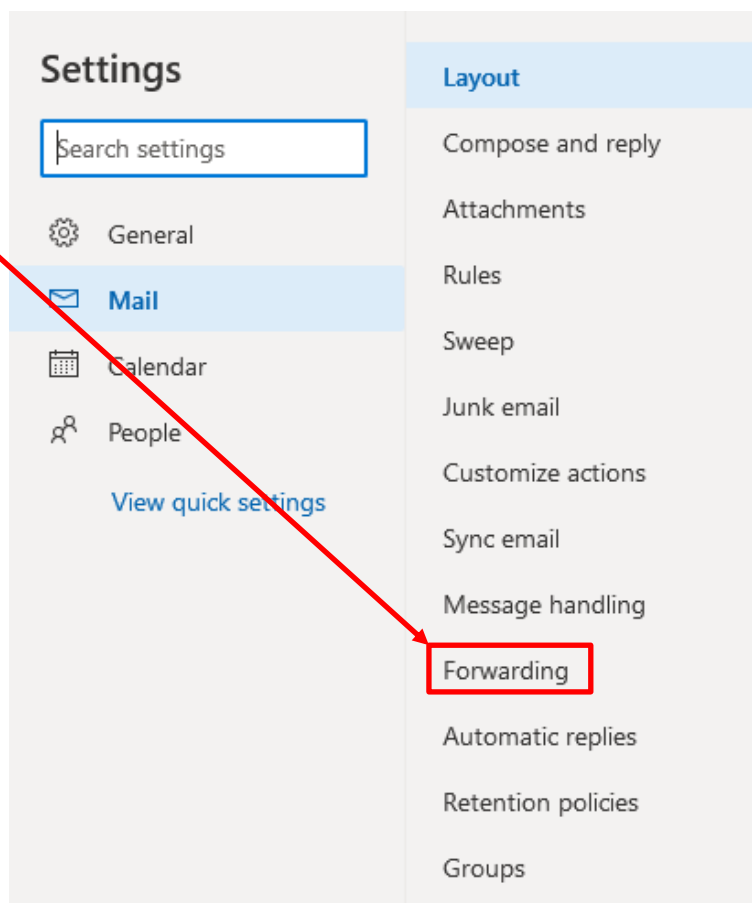
2. Click on the Outlook icon to open it.

3. On the right end of the Outlook toolbar, click on the Settings icon.

This will open a sidebar. Click "View all Outlook Settings" at the bottom.

Settings

Search Outlook settings

Theme

Dark mode

Focused Inbox

Desktop notifications

Display density

Full   Medium   Compact

Conversation view

○ Newest messages on top
● Newest messages on bottom
○ Off

Reading pane

● Show on the right
○ Show on the bottom
○ Hide

View all Outlook settings

4. In the Settings pop-up window, click on Forwarding.

Settings

Search settings

⚙ General

✉ **Mail**

📅 Calendar

👥 People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

Groups

5. Enter the address you want e-mails forwarded to in the blue box. (Make sure "Enable forwarding" is checked.)

6. You may leave the "Keep a copy of forwarded e-mails" box checked or unchecked. Checking it may be helpful if you or your team need to keep copies of forwarded e-mails.

7. Click the blue Save button at the bottom right corner of this window. Forwarding is now set up.
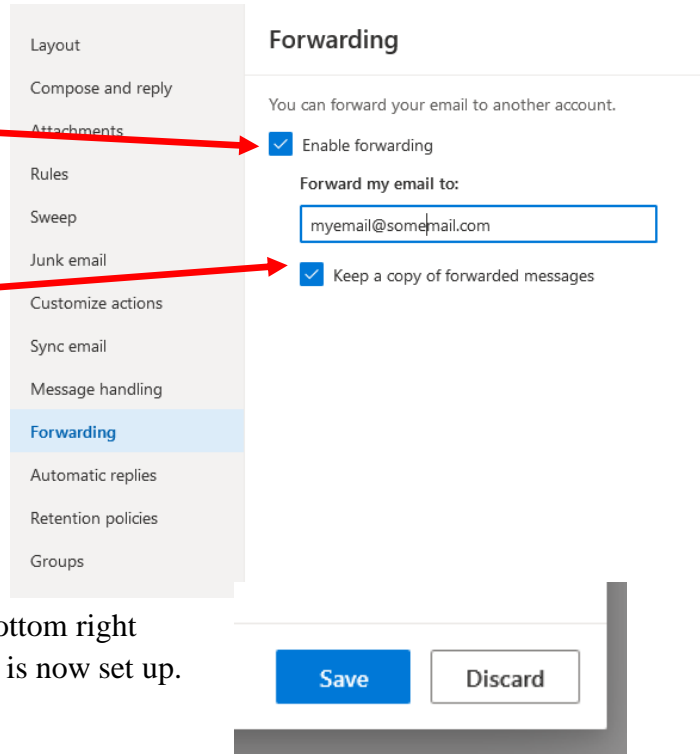
Finally, the Field Council Training Subcommittee would appreciate it if you'd take a minute to click or tap on the big red Survey button at the right or on this link to take our survey. We always appreciate your feedback on our videos and guides; they help is make our training better for you. Thanks!