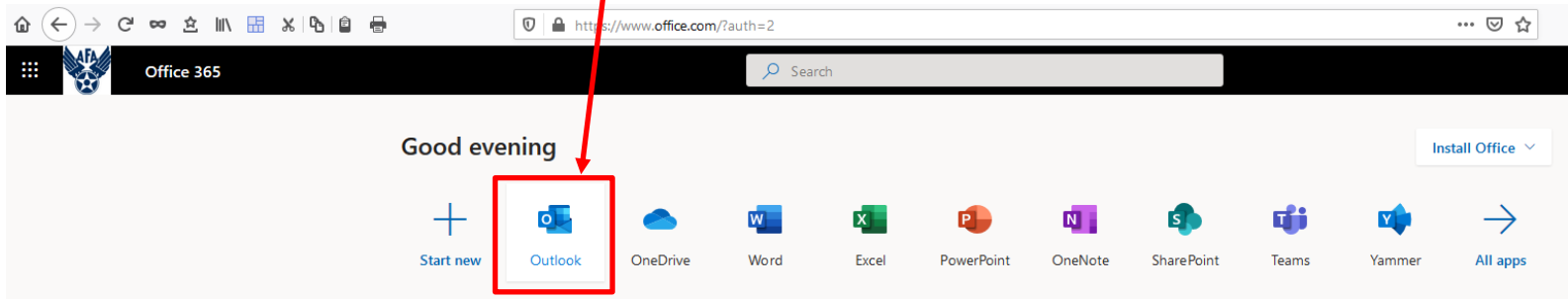


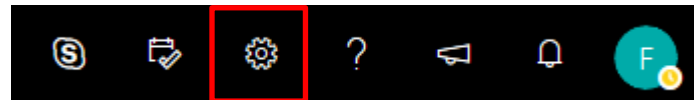
How to Automatically Forward AFA E-mails to a Personal E-mail Account

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.

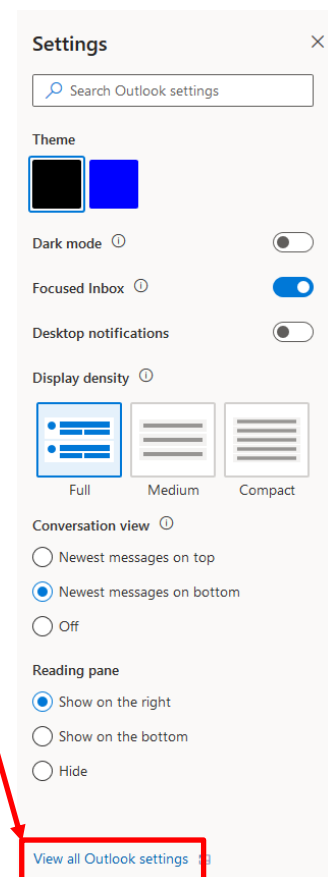
1. Log in to your AFA e-mail as normal.
2. Click on the Outlook icon to open it.



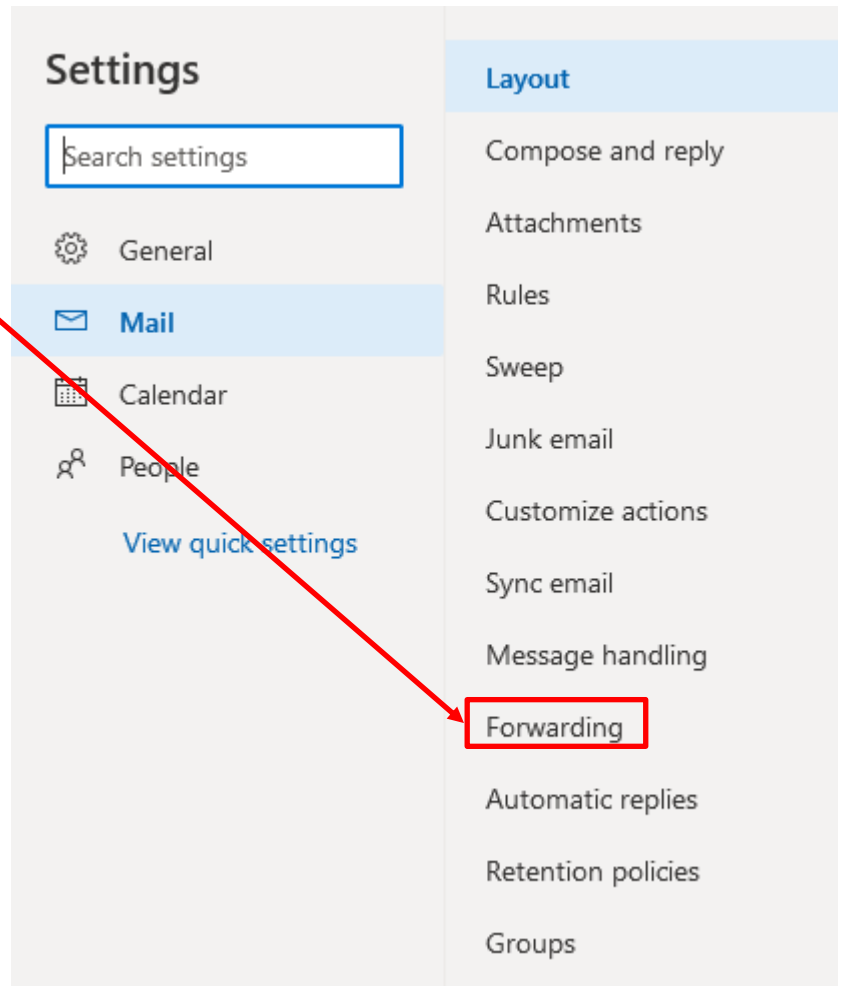
3. On right end of the Outlook toolbar, click on the Settings icon.



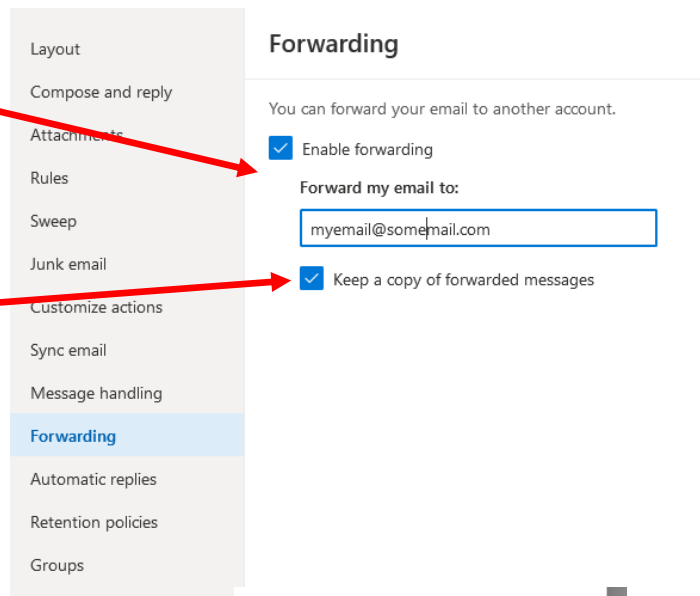
This will open a sidebar. Click "View all Outlook Settings" at the bottom.



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

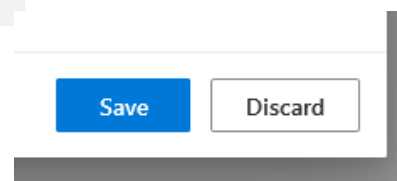


5. Enter the address you want e-mails forwarded to in the blue box. (Make sure “Enable forwarding” is checked.)



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.





Survey

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Can we make it better?

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[to take the post-instruction](#)