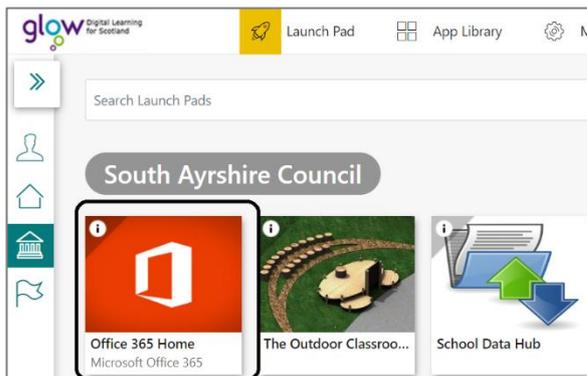


Setting up a forward on your Glow email account

All Education staff in South Ayrshire have two email accounts; their South Ayrshire email account and their Glow email account. It is recommended that a forward is placed on the Glow email account to send all emails received to your South Ayrshire account.

- Open Google Chrome and login to Glow
- Click on the Office 365 Home tile in your personal launch pad. If it's not been added to your personal launchpad you can find it on the South Ayrshire Council launchpad.



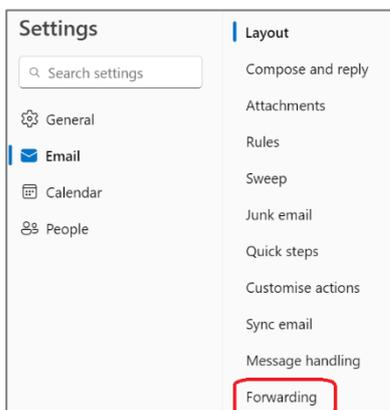
- Once you've opened Microsoft 365 click on **Outlook** at the left of the screen



- Click on the **Settings** icon at the top, right of the screen



- Make sure **Email** is selected at the left of the screen and click **Forwarding**



- Click the **Enable forwarding** checkbox and type in your South Ayrshire email address

Forwarding

You can forward your email to another account.

Enable forwarding

Forward my email to:

Keep a copy of forwarded messages

- If you want to keep a copy of any emails forwarded make sure you click in the 'Keep a copy of forwarded messages' checkbox. This is optional and not requirement.
- Click **Save**
- Close the window