

## Email Forwarding

Jen Sommerfeldt - 2024-04-05 - PennO365

# Forward your School of Nursing email account:

**\*\*After your PennKey is created, a Nursing email address will automatically be created for you.**

1. Sign in to [Outlook Web App](#). For help, see [Sign in to Outlook Web App](#)
2. At the top of the page, choose **Settings**.
3. Choose **Mail**, then **Forwarding**, then **enable forwarding**. Type the email address you want to forward to.  
If you prefer, you have the option to keep a copy of the forwarded messages in your school of nursing inbox, as well as forwarding.
4. Click **Save**.

\*\*\*After your PennKey is created, **a Nursing email address will automatically be created for you**. Your email address will be in the format, [pennkey@nursing.upenn.edu](mailto:pennkey@nursing.upenn.edu), so please note this email address for sharing with others. Note: the email automation can take some time, so **your email may not be ready until 24 hours after PennKey creation**. When your email is ready, you can [access Outlook in your browser](#) or [view PennO365 email client settings here](#). Sign in with your **username in the format, [pennkey@upenn.edu](mailto:pennkey@upenn.edu) (no "nursing")**, and your PennKey password. Unable to sign in after 24 hours? Contact the [Nursing ITS Service Desk](#). The [ITS website](#) has other information about the technology resources available to students at the School of Nursing.

### Contacts

☐ 8:30 am - 5:00 pm

☎ (215) 898-5981

[Email us](#)

418 Curie Blvd, Suite #202

[Open a Ticket](#)