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, 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 (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

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Email us

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Open a Ticket