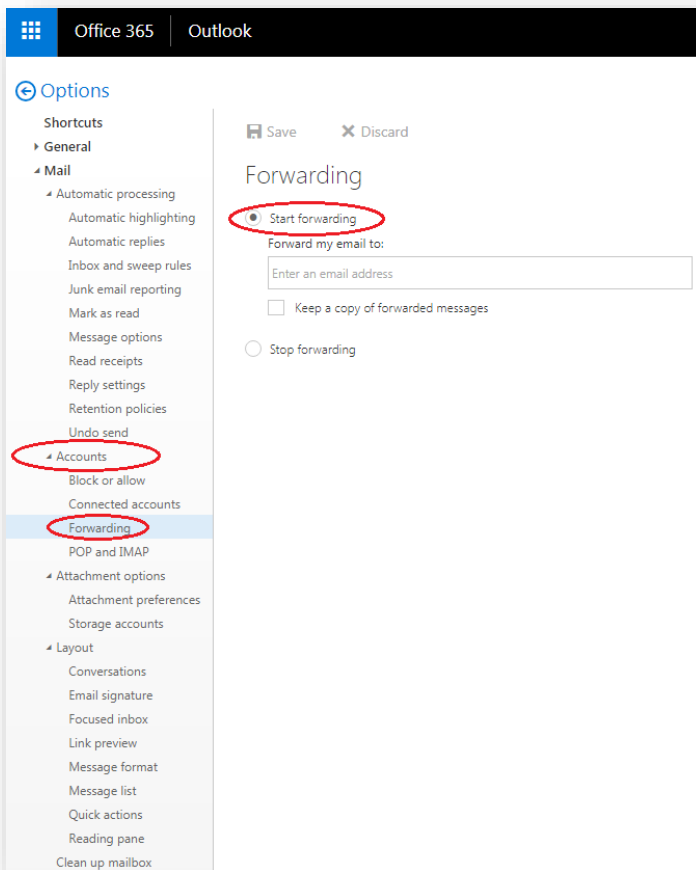
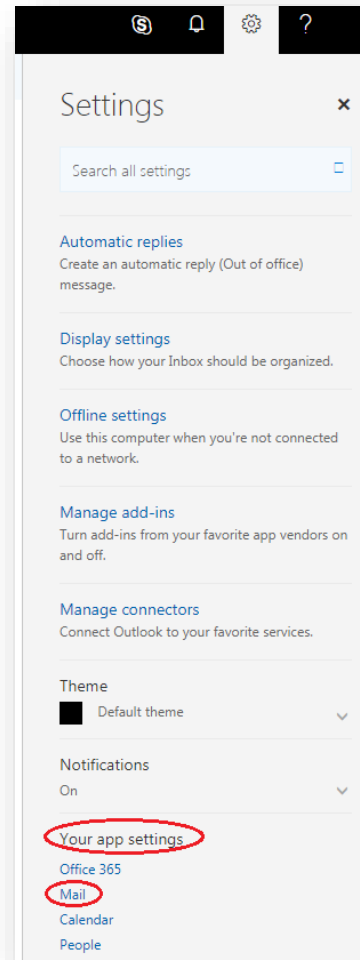


Forwarding NEOMED emails to Kent (or other preferred) inbox:

1. Begin by going to your NEOMED email online through Office 365.
2. Go to settings in the top right of the screen and choose mail under "Your app settings."



3. On the left side of your screen, under Accounts, choose Forwarding.

4. Enter your preferred email address and save.