Requesting a CAP (@txwg.cap.gov) Email and Setting up Forwarding of your CAP email to a personal email address

Capt R. Aylstock, TX-435, 21 Dec 2023

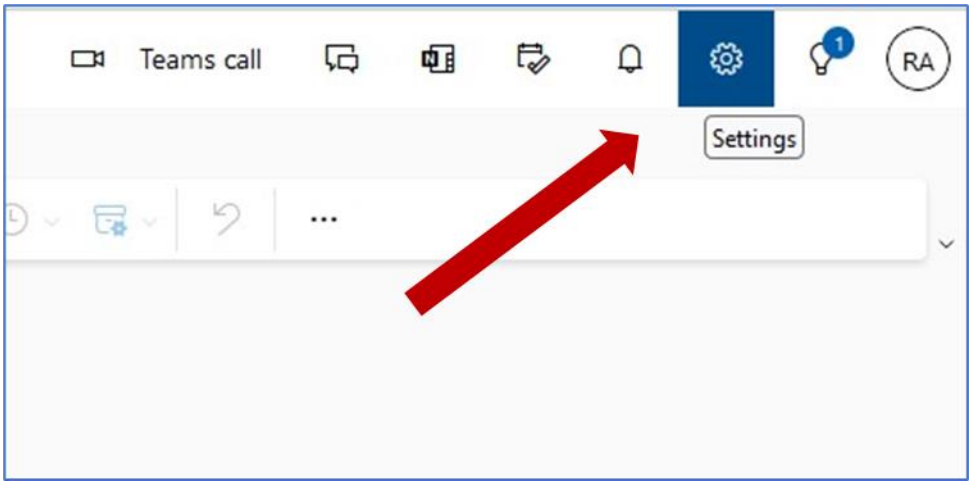
These instructions show you how to request a CAP email account and optionally setup auto-forwarding of any email arriving to your *firstname.lastname@txwg.cap.gov* email account to a different, personal account. This makes it easy to see your CAP email along with your personal emails and only check one place. This applies to the browser-based Outlook (https://outlook.office.com/mail/), not the desktop app version of Outlook. This only needs to be done once to setup auto-forwarding.

Step 1: Requesting a CAP email account

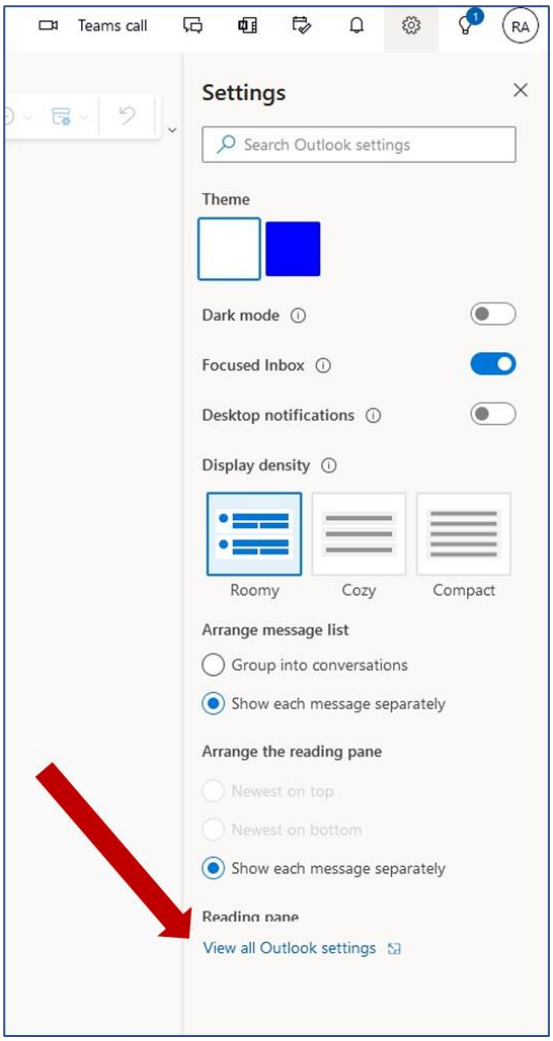
To request a CAP email account, send an email to ***it-requests@txwg.cap.gov*** and request a Texas Wing email account. See the web page at https://txwg.cap.gov/about/directorates/it/office-365 for instructions on using this email account and Office 365.

Step 2: Setup auto-forwarding (optional)

Step 2a: From the browser-based version of Outlook (https://outlook.office.com/mail/), click on the Gear icon (Settings) in the top right of the menu bar as shown below.

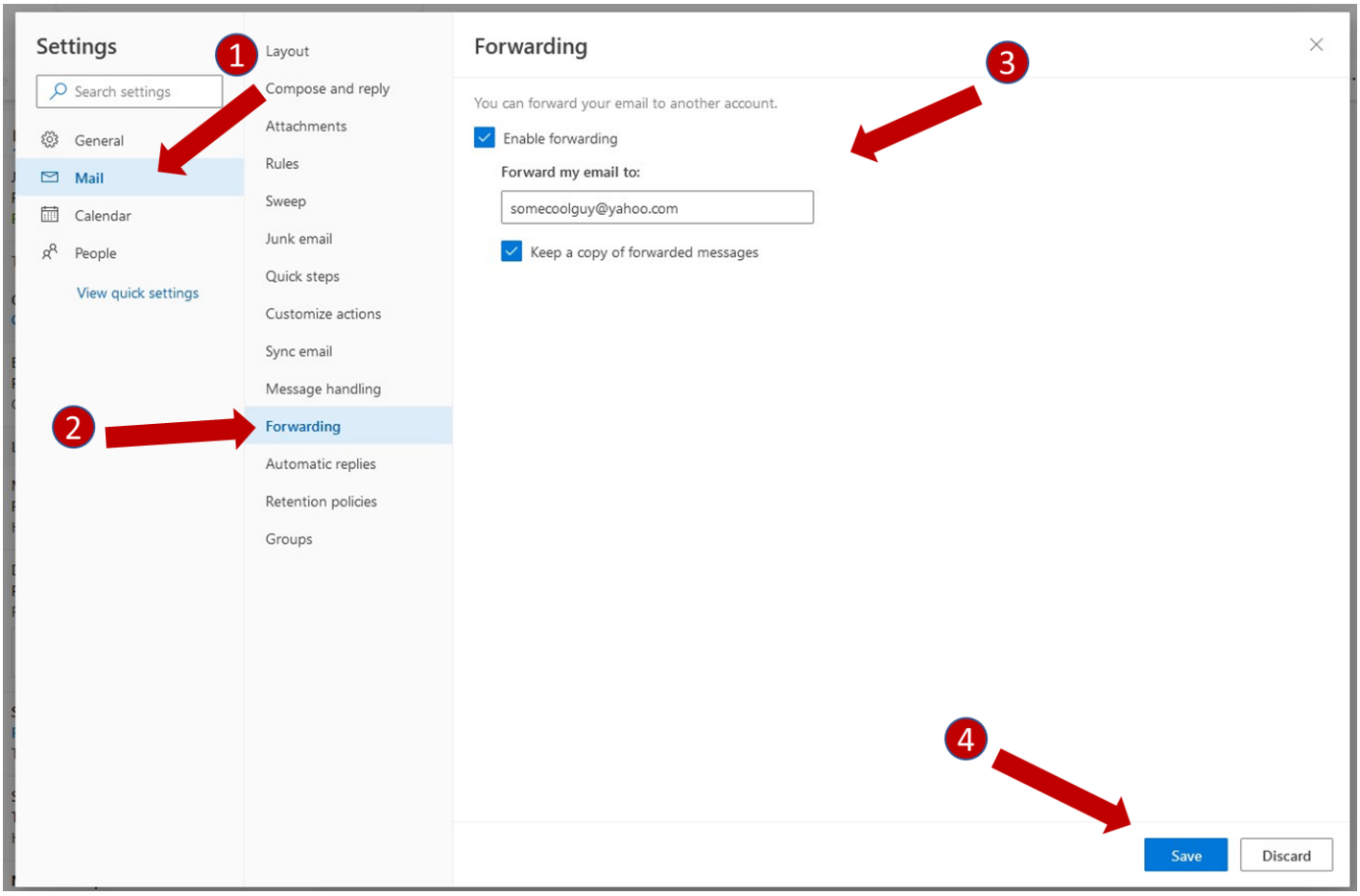


Step 2b: Click on the link *View all Outlook settings* at the bottom of the dialog box as shown below.

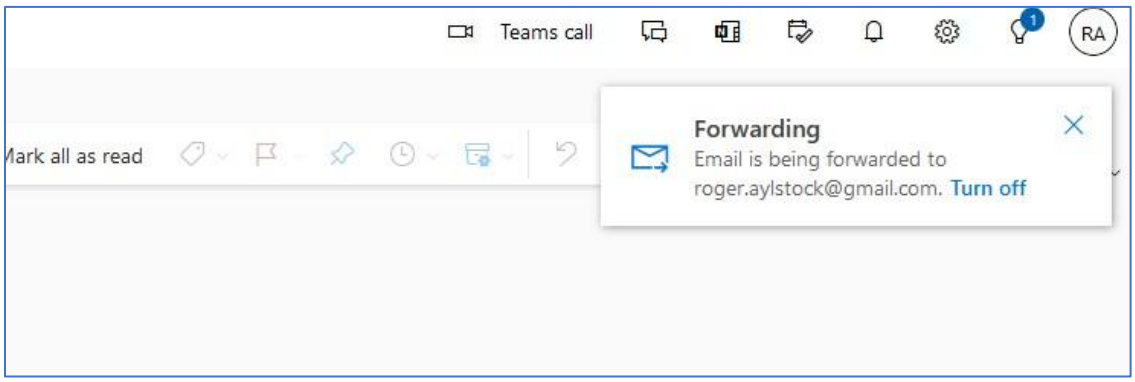


Step 2c:

1) Click on *Mail* in the left menu.
2) Click on *Forwarding* in the sub menu.
3) Click the checkbox *"Enable Forwarding"*
   Add your personal email address that you want your email forwarded to
   Click the checkbox *"Keep a copy of my forwarded messages"*
4) Click the *Save* Button



When you open Outlook, you will see a reminder in the upper right that you have turned email forwarding on. You can click the "X" in the upper right to close this dialog box.



NOTE: You may need to log into your CAP email account (https://outlook.office.com/mail/) to reply to your CAP email or send new ones from your CAP Account.