

How to forward LBCC email address to non-LBCC email address

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

How to forward LBCC email address to non-LBCC email address

From a Web Browser

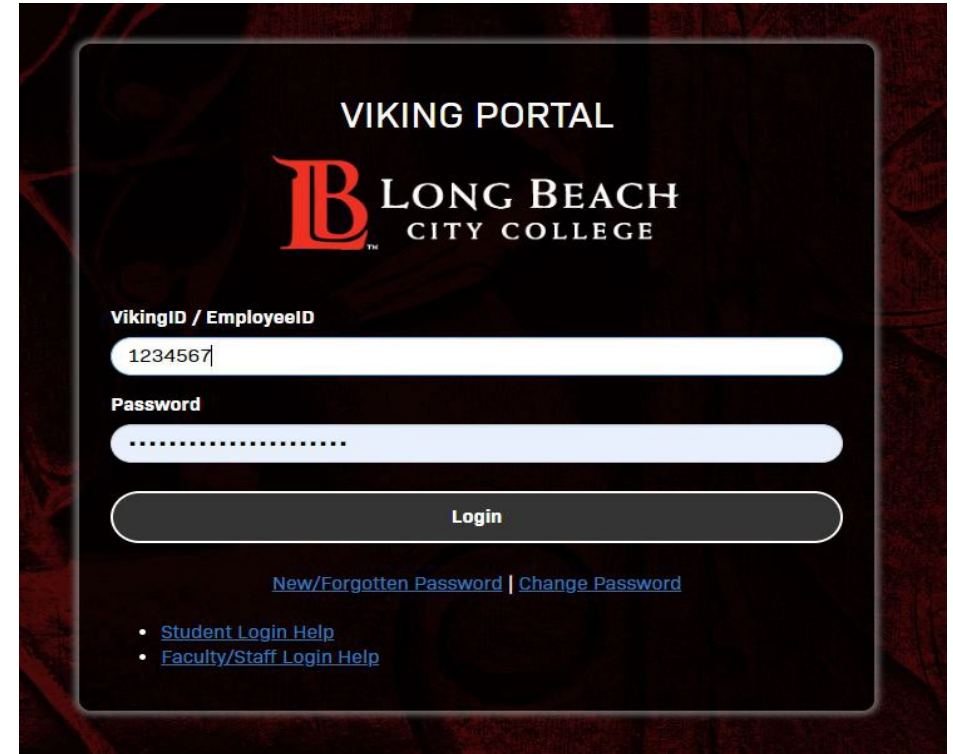
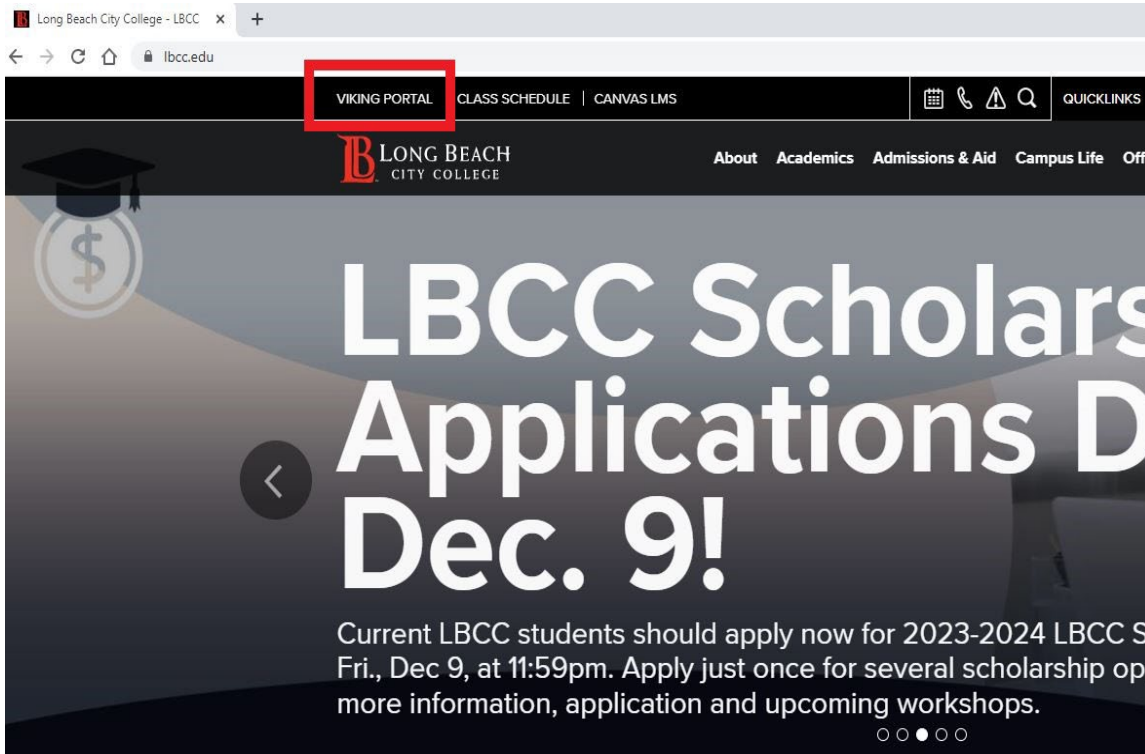
Example:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari

Go to: www.lbcc.edu

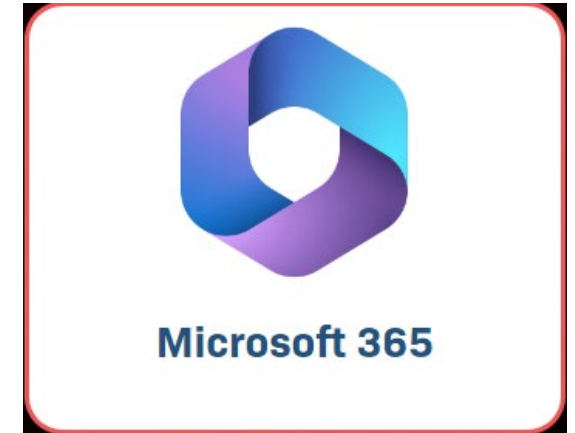
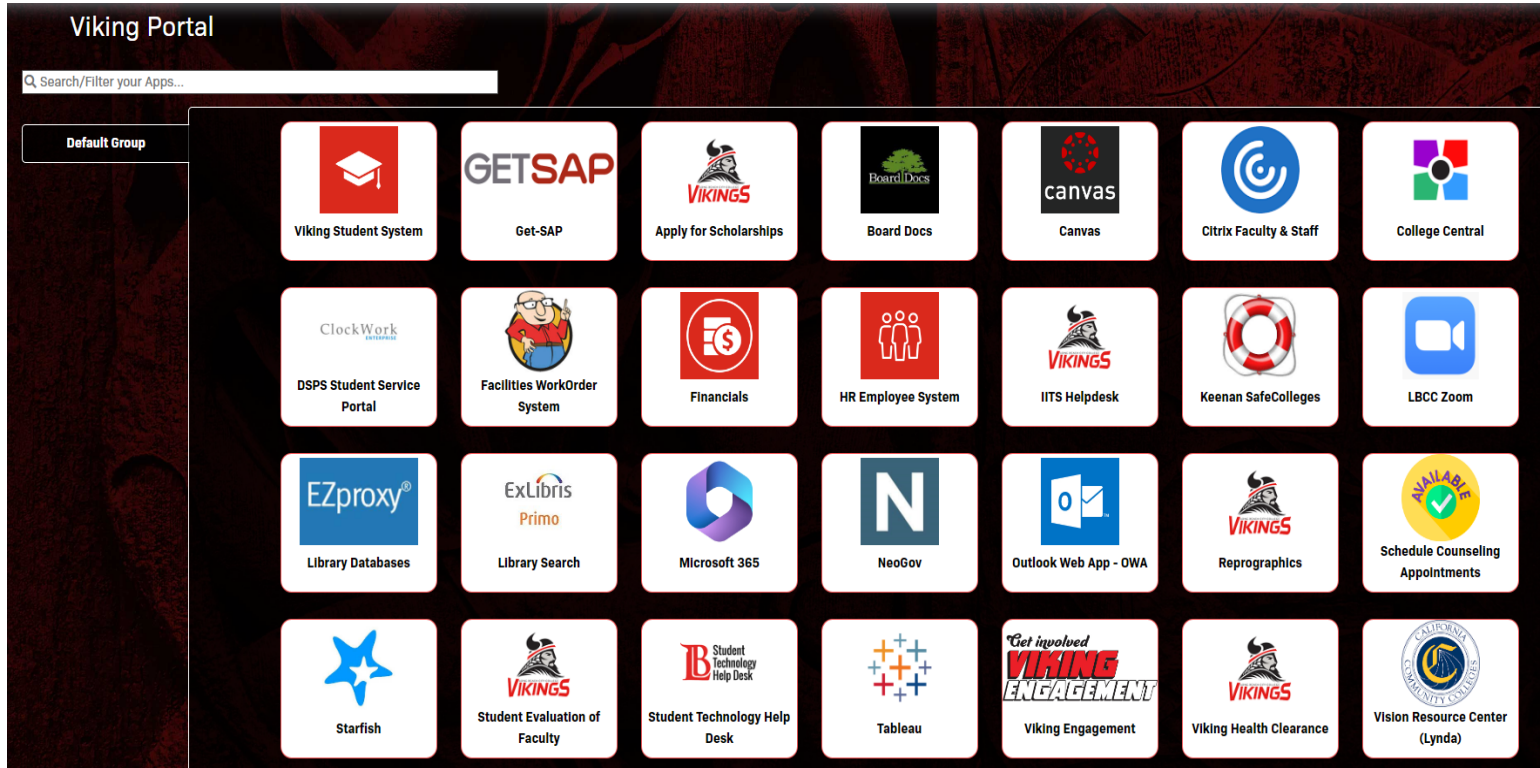


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Click on the Viking Portal and Log in to your account

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From your Viking Portal dashboard, locate and click the Microsoft 365 tile.

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You will be redirected to the office.com website, click **Sign in**



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Sign in

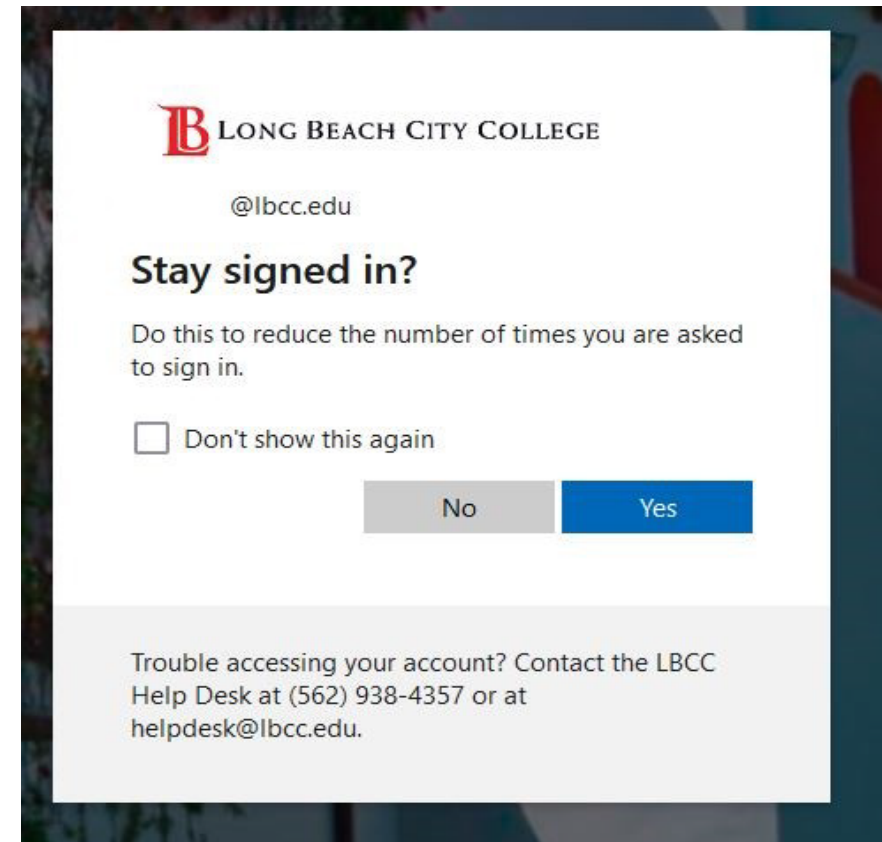
1234567@lbcc.edu

No account? [Create one!](#)

[Can't access your account?](#)

Back

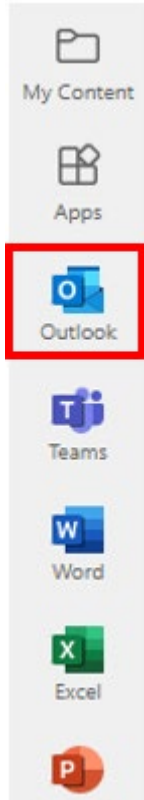
Next



At the Sign in, enter your **LBCC employee ID** followed by **@lbcc.edu** (ex: 1234567@lbcc.edu).

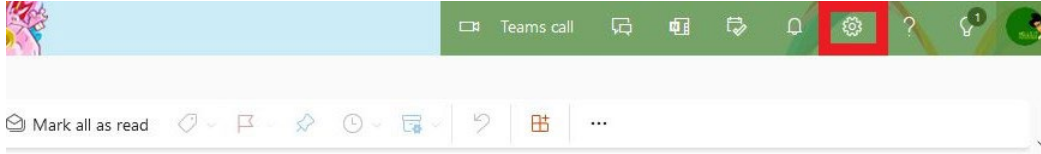
If you are **working from your own device**, you can choose to **Stay signed in**. If **on a public device**, choose **No**.

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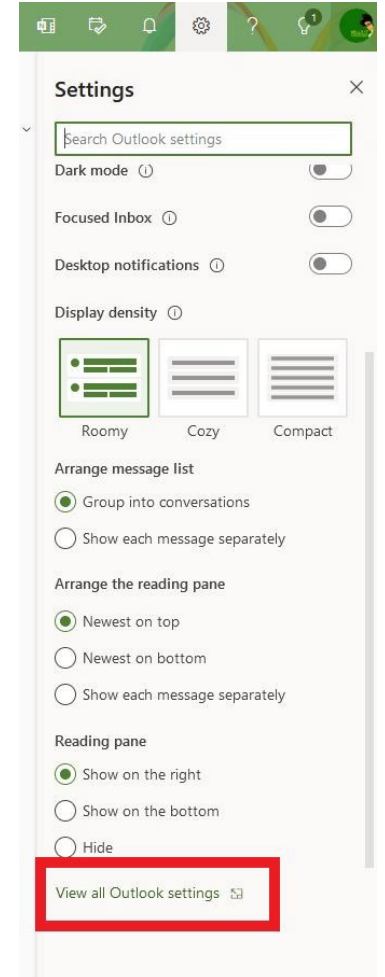
Once signed into your **Microsoft 365** account, click the **Outlook icon** on the left-hand side ribbon.

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1. Within your Outlook webmail inbox, click the **gear shaped icon** located at the upper right, near your profile icon.

2. This will open a side panel, where you will scroll to the bottom and click **View all Outlook settings**.

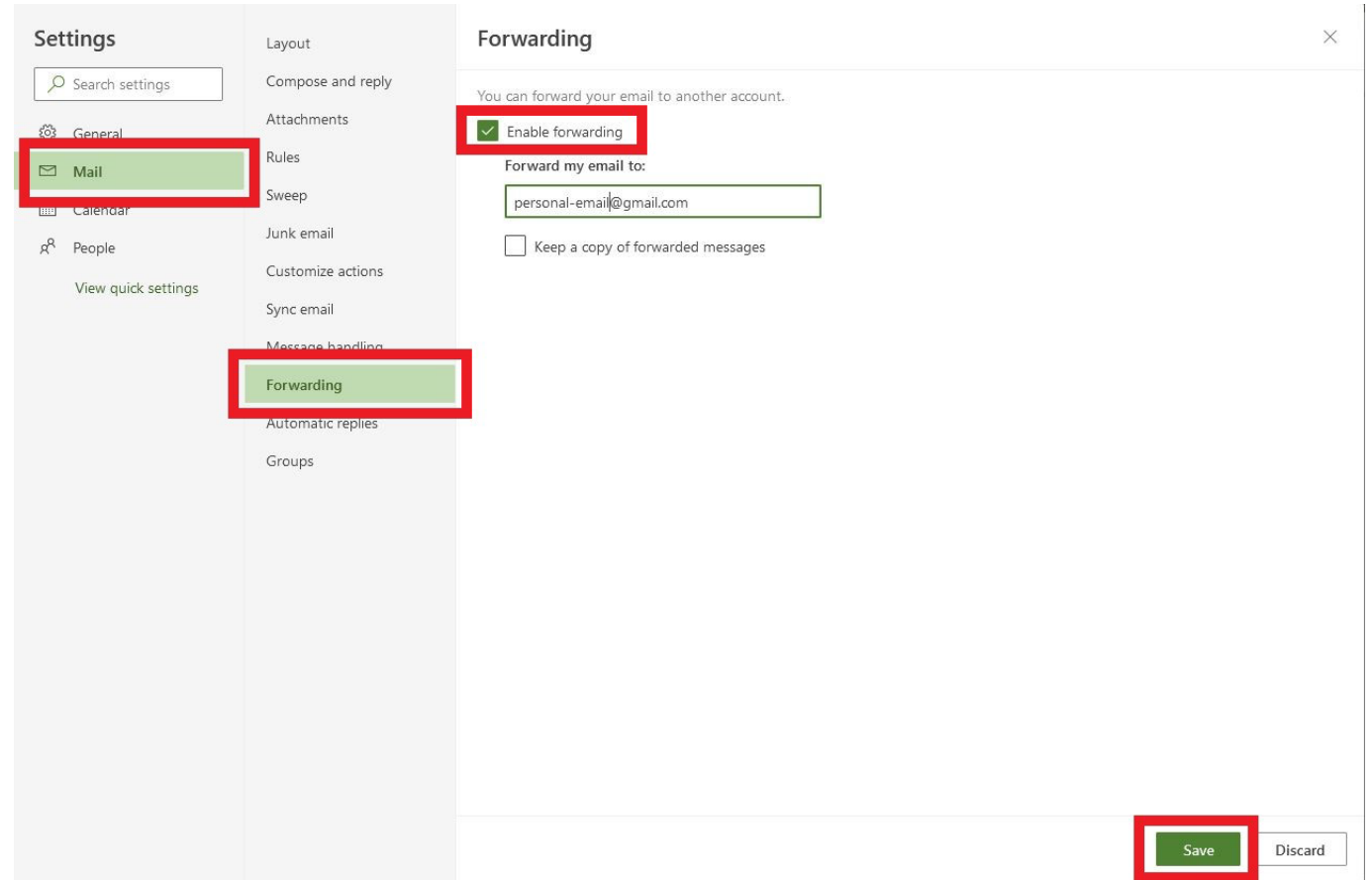


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In the pop window,
click **Mail > Forwarding >**
check Enable forwarding.
Then enter your personal
email address below.

Note: Check **Keep a copy of forwarded messages** if you want a copy of the original message to remain in your mailbox.

Finally, click **Save.**



Questions?

If you run into any issues, or have further questions, feel free to reach out to us!