

# MS Office 365

## FORWARDING EMAILS TO A PERSONAL ACCOUNT

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FOR LONG BEACH CITY COLLEGE **STUDENTS**

# Overview

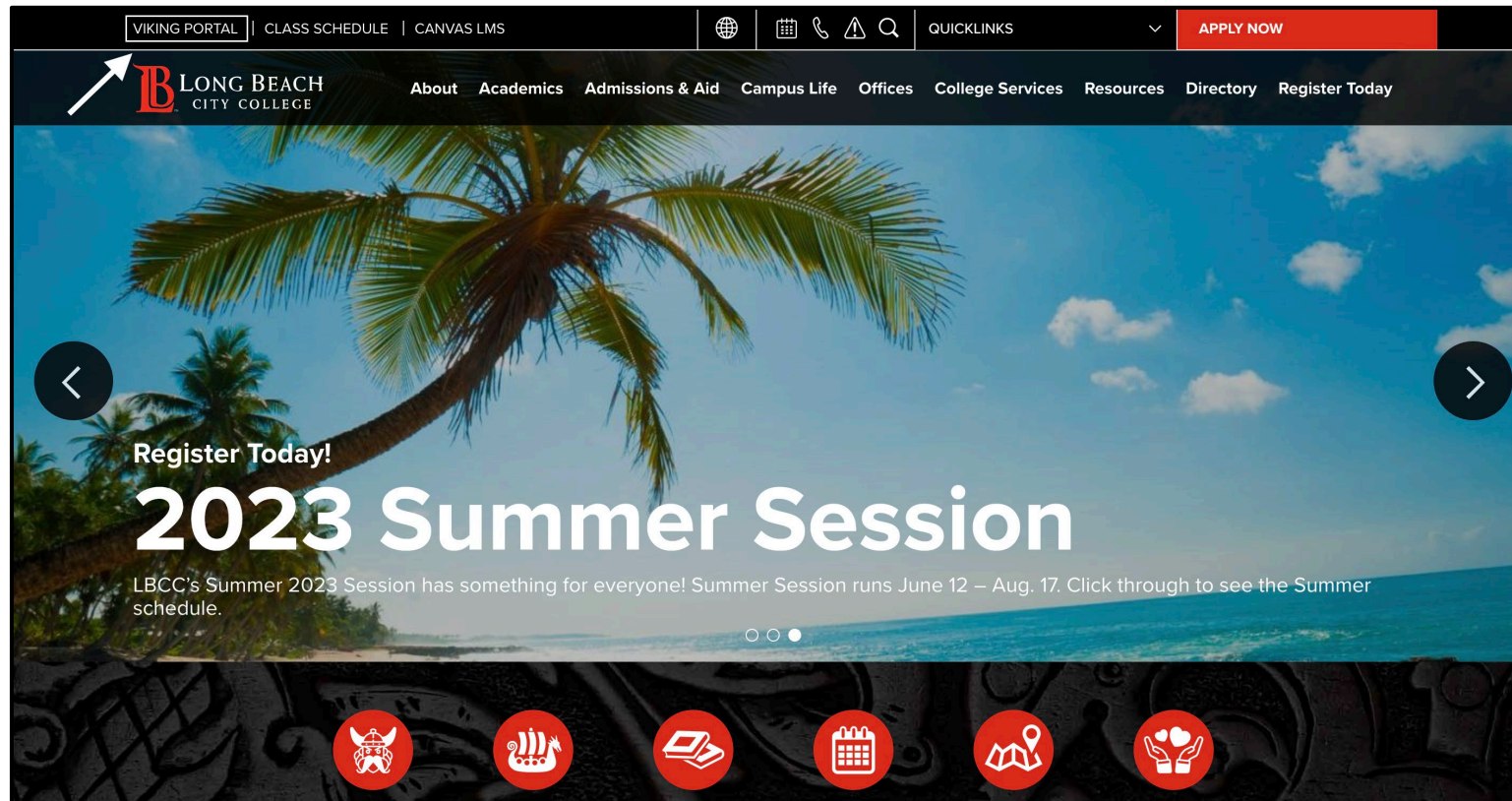
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In this tutorial, you will learn how to:

- Forward emails from your LBCC student email account in Outlook to a personal email account.

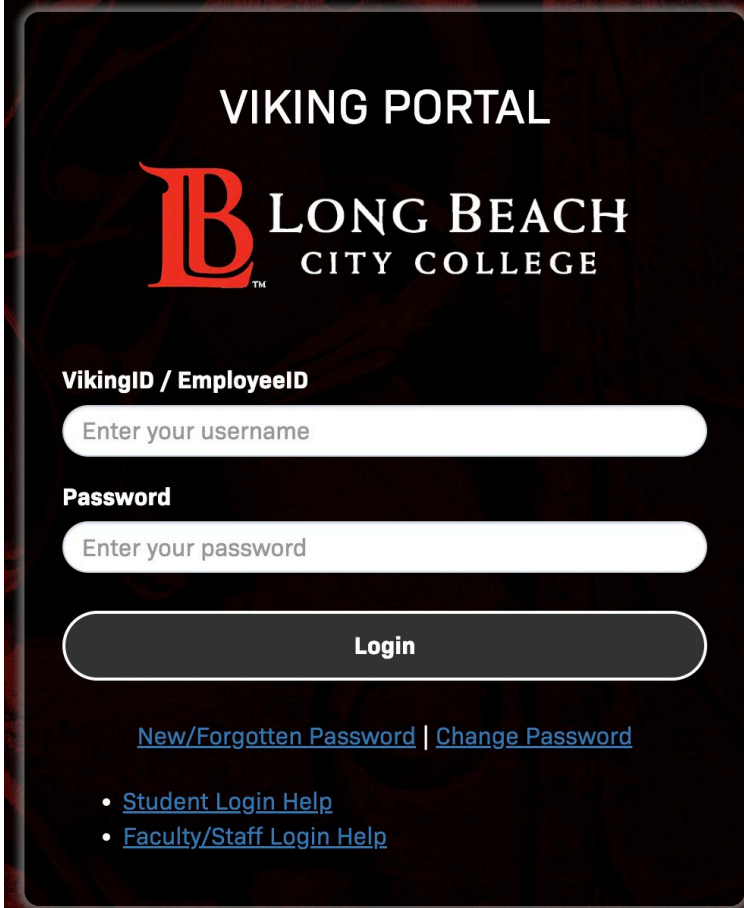
# Step 1: Navigate to the Viking Portal

Navigate to the [lbcc.edu](http://lbcc.edu) homepage. Then, in the upper left-hand corner, click on **Viking Portal**.



# Step 2: Log in to the Viking Portal

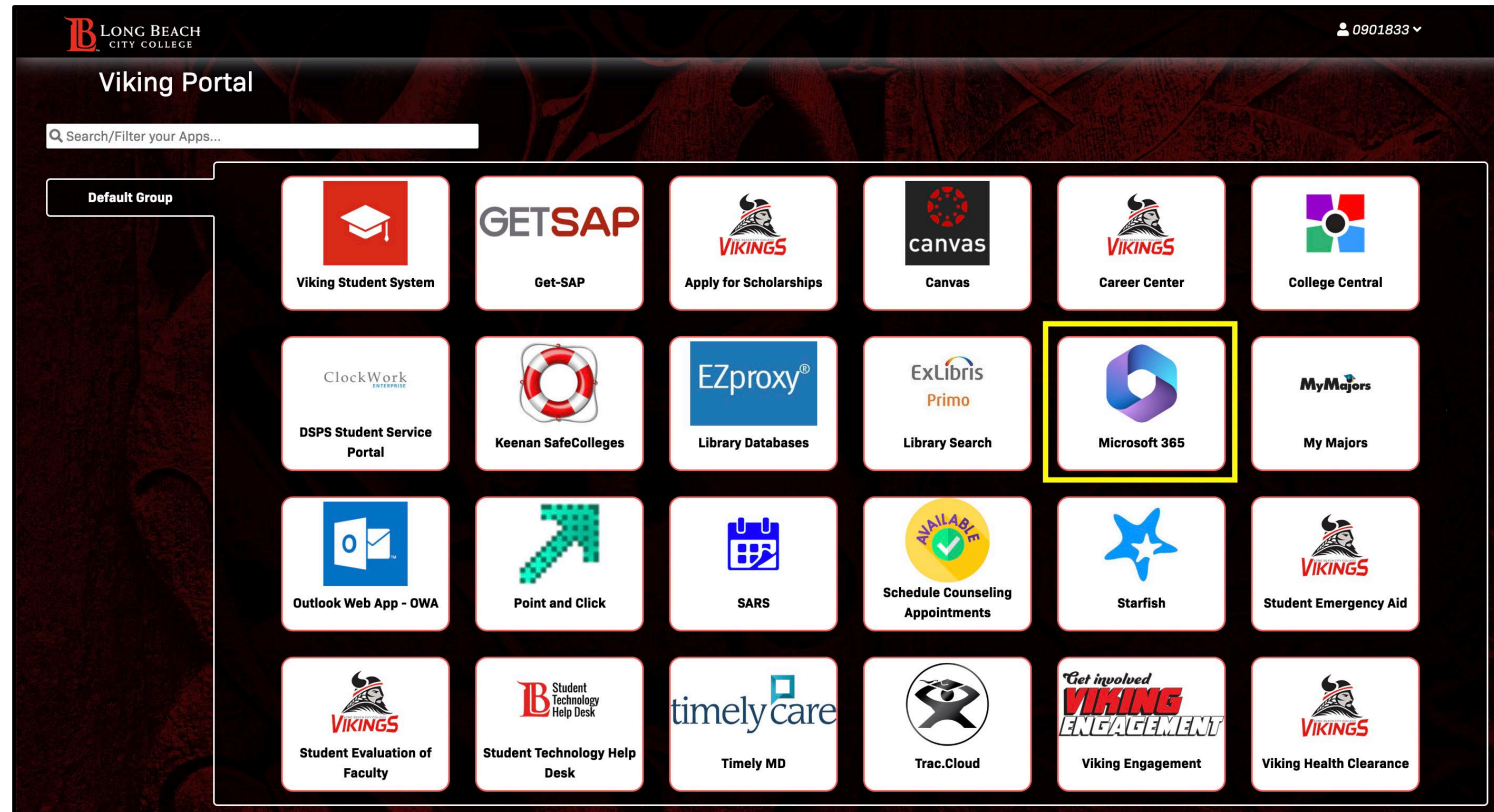
Enter your login credentials in the Viking ID and password boxes.



The screenshot shows the Viking Portal login interface. At the top, it says "VIKING PORTAL" and features the Long Beach City College logo. Below the logo, there are two input fields: "VikingID / EmployeeID" with the placeholder "Enter your username" and "Password" with the placeholder "Enter your password". A "Login" button is positioned below these fields. At the bottom, there are links for "New/Forgotten Password" and "Change Password", and a list of help links: "Student Login Help" and "Faculty/Staff Login Help".

# Step 3: Find and Open Microsoft 365

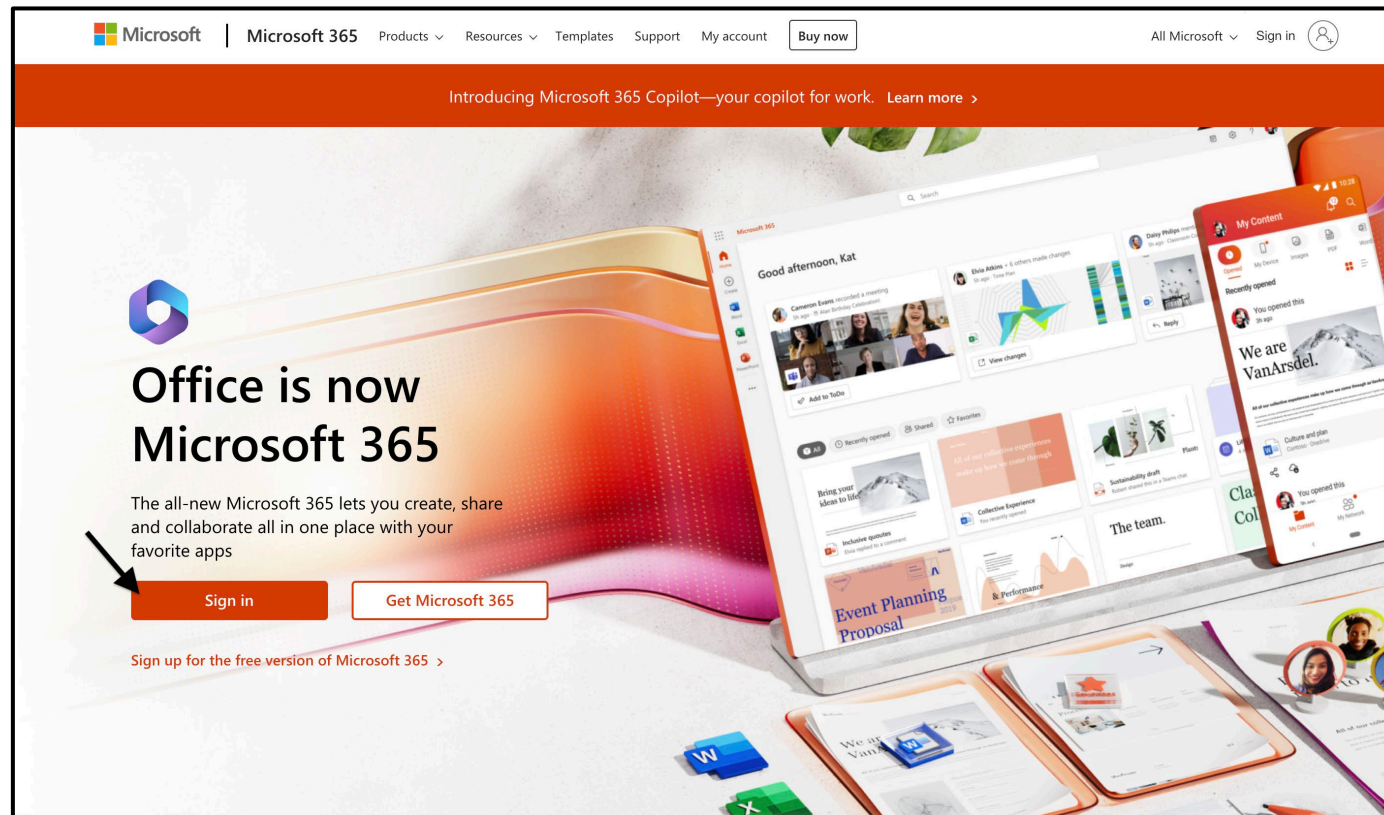
From the Viking Portal, locate and click on the **Microsoft 365** tile.





# Step 4: Sign into your Office 365 Account

You should see an option to sign in. Click on **Sign in**.



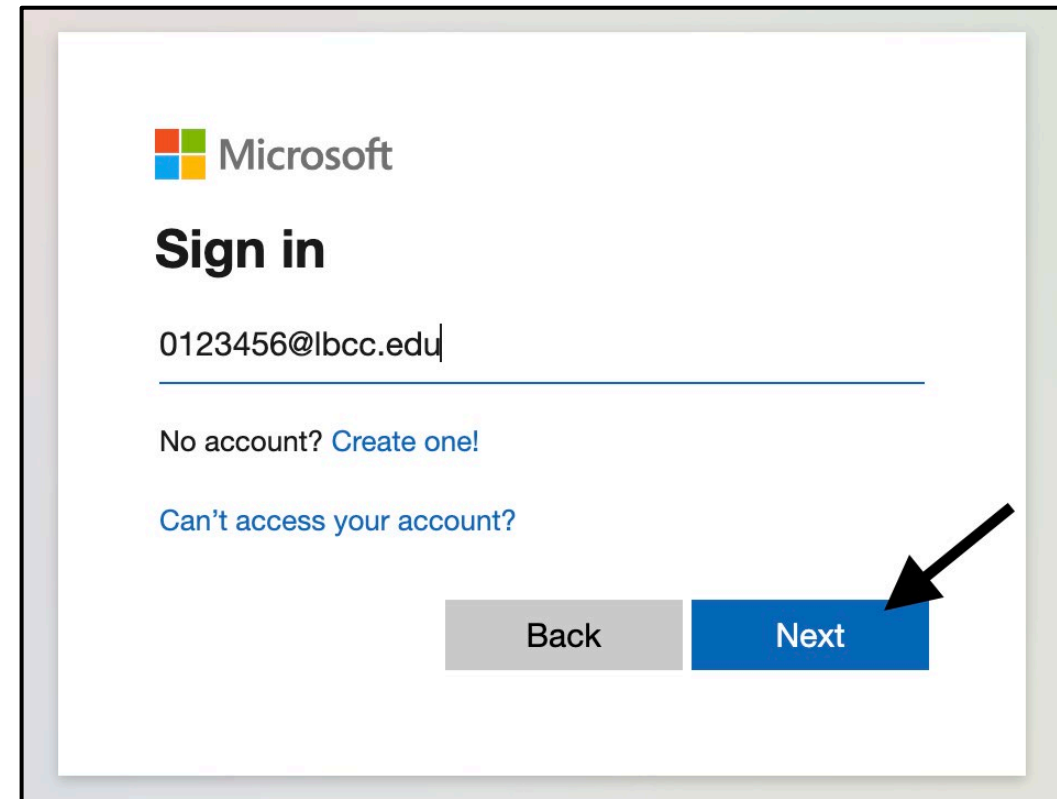
# Step 5: Enter Your Login Email

Once you click **Sign in**, you will be asked to enter an email. Enter your information in the following format:

**Student ID Number@lbcc.edu**

Example: 0123456@lbcc.edu

Click **Next**.

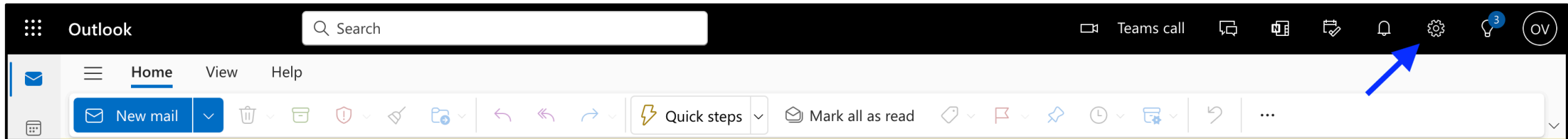


The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "0123456@lbcc.edu". Below the input field, there are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom of the form, there are two buttons: a grey "Back" button and a blue "Next" button. A black arrow points to the "Next" button.

# Step 6: Open Outlook and Settings

Once you have signed in, click on **Outlook** from the menu on the left-hand side to open your inbox.

Then, click on the **settings icon** at the top-right.



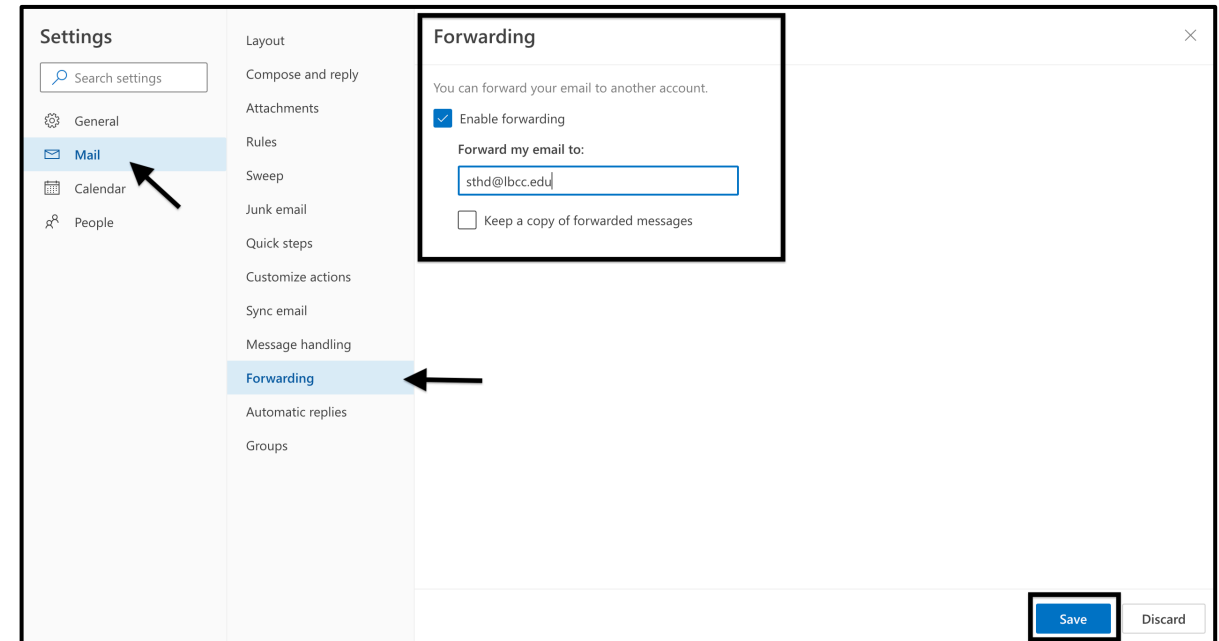


# Step 7: Enable Forwarding

In the settings menu, select the **Mail category** and click on **Forwarding**. Click on the **check box** to enable forwarding and type in the **personal email address** you want your messages forwarded to.

You will also have the option to keep a copies of forwarded emails in your student email inbox.

Click **Save** when finished.



# Congratulations!

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Messages sent to your LBCC student email account should now be forwarded to your personal email account.

# Questions?

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

- Website: [www.lbcc.edu/sthd](http://www.lbcc.edu/sthd)
- Phone: (562) 938-4250
- Email: [sthd@lbcc.edu](mailto:sthd@lbcc.edu)