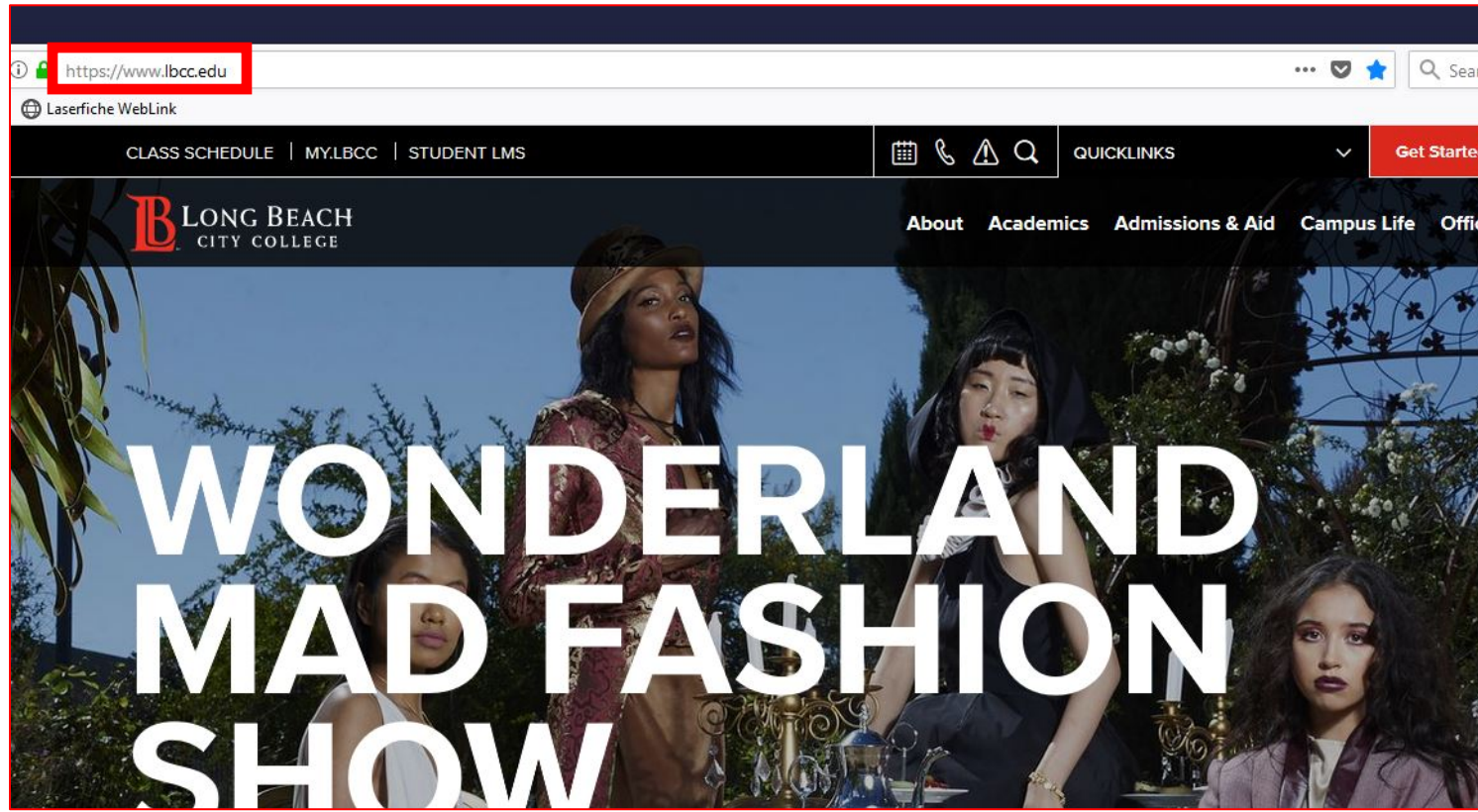


## Forwarding LBCC Email to Non-LBCC Email Address



From a web browser, (*Google Chrome, Mozilla Firefox, Microsoft Edge, Safari, etc*) go to: [www.lbcc.edu](https://www.lbcc.edu)

The screenshot shows a web browser window displaying the Long Beach City College website. The browser's address bar shows the URL <https://www.lbcc.edu>. The website's navigation bar includes links for CLASS SCHEDULE, MY.LBCC, and STUDENT LMS. The main header features the Long Beach City College logo and a navigation menu with options like About, Academic, Admissions & Aid, Campus Life, Offices, and Resources. A prominent banner for the Summer Session is visible, stating "REGISTRATION STARTS MAY 7" and "SUMMER SESSION" in large white letters. Below the banner, it says "Registration for Summer Session begins May 7. Classes start on June 13, June 18 & July 17". A dropdown menu is open under the QUICKLINKS tab, listing various services. The "Outlook Web App" option is highlighted with a red box.

Click on the **QUICKLINKS** tab and select **Outlook Web App**

# Outlook® Web App

User name:

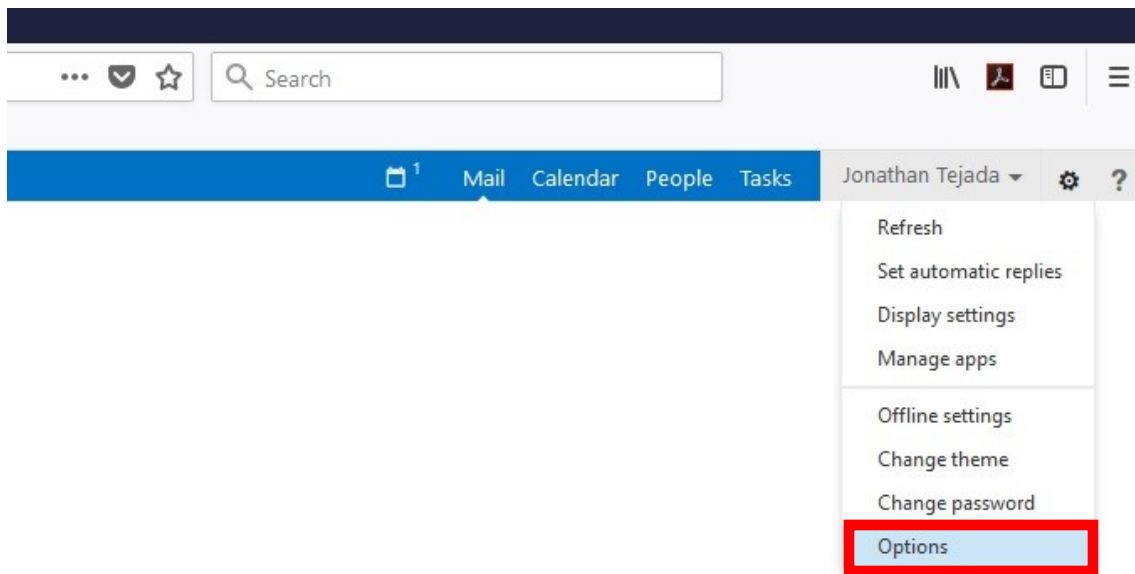
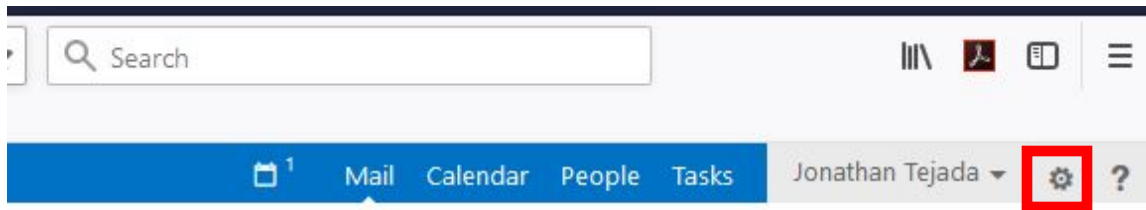
1234567

Password:

••••••••

 sign in

Log in using your **LBCC 7 digit employee ID number** as *User name* (for example, 1234567) and your **LBCC password** as the *Password*



Click on the “*gear wheel*” icon and select **option**



options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

inbox rules automatic replies delivery reports

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.



On

Rule

There are no items to show in this view.

Click on the **organize email** tab on the left pane, then click on the '+' or **plus** symbol icon



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Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.



- Create a new rule for arriving messages...
- Move messages from someone to a folder...
- Move messages with specific words in the subject to a folder...
- Move message sent to a group to a folder...
- Delete messages with specific words in the subject...

Select 'Create a new rule for arriving messages...'

New Inbox Rule - Microsoft Edge

https://mail.lbcc.edu/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=2&ReturnObjectType=1

## new inbox rule Help

Apply this rule...

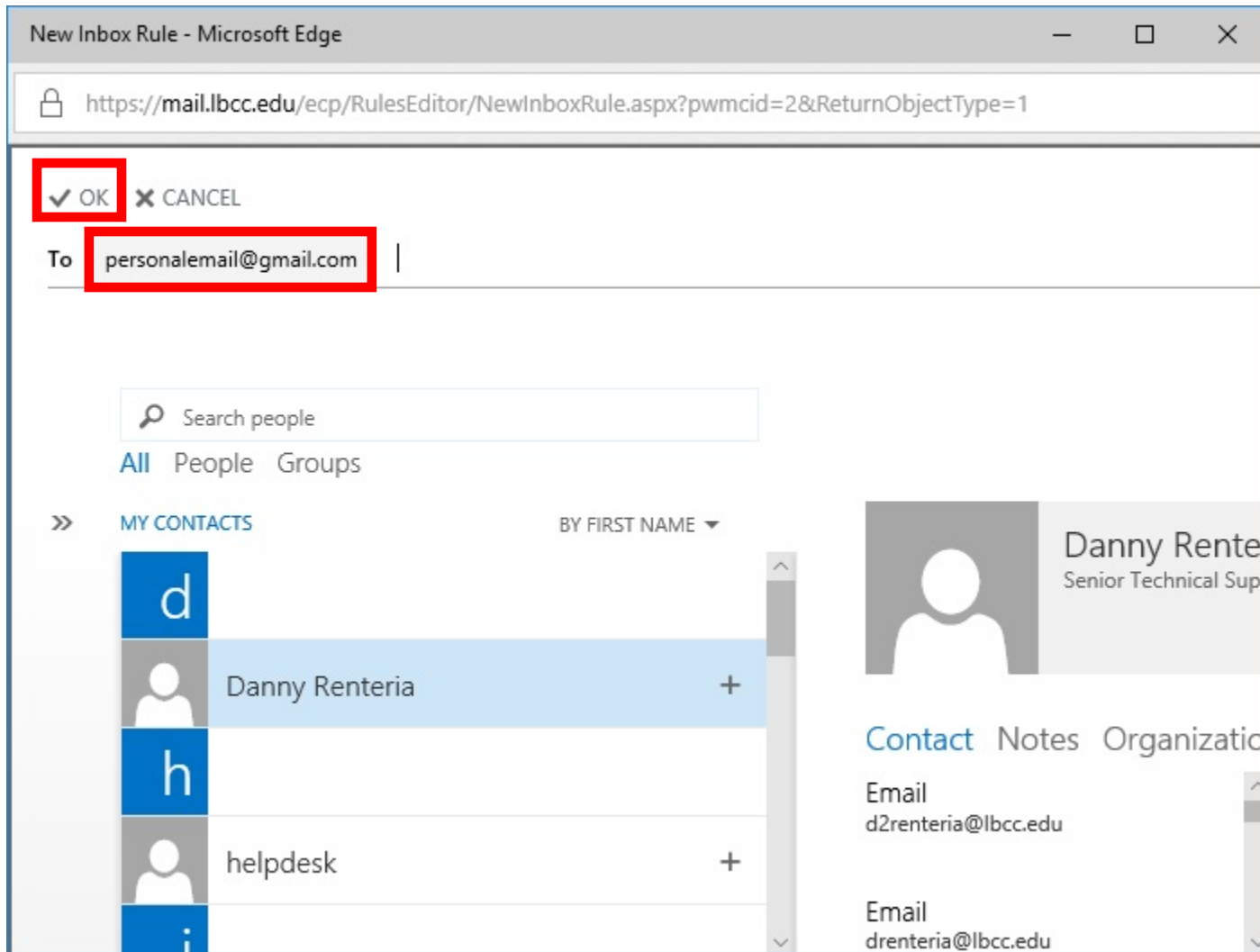
Name:

\*When the message arrives, and:

Do the following:

- Select one
- Move the message to folder...
- Mark the message with a category...
- 
- Delete the message
- Send a text message to...

1. In the 'Name' field put in any text you would like to use to name the rule (*i.e.*, *LBCC Forward*).
2. In the '\*When the message arrives, an:' field select '**[Apply to all messages]**'.
3. In the 'Do the following:' field select '**Redirect the message to...**' and click **save**.



In the 'To' field type in the non-LBCC email address you would like to forward your LBCC email to (for example, [personalemail@gmail.com](mailto:personalemail@gmail.com)) and click 'OK'.



