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
Click on the **QUICKLINKS** tab and select **Outlook Web App**
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
Click on the **organize email** tab on the left pane, then click on the ‘+’ or **plus** symbol icon.
Select ‘Create a new rule for arriving messages...’
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) and click ‘OK’.