

<u>How to forward LBCC email address</u> <u>to non-LBCC email address</u>

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF



Services

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



Services

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



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

Office is now Microsoft 365

The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps





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

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



Services

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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**.

| Settings | Layout | Forwarding | × |
|--|--|--|------|
| Settings Search settings General Mail Calendar R People View quick settings | Layout Compose and reply Attachments Rules Sweep Junk email Customize actions Sync email Message bandling Forwarding Automatic replies Groups | Forwarding vou can forward your email to another account. Proward my email to: personal-email@gmail.com keep a copy of forwarded messages | × |
| | | Save | card |



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Questions?

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