How to forward LBCC email address to non-LBCC email address
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Step 1:

From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.) go to: www.lbcc.edu
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Step 2:

Click on the QUICKLINKS tab and select Outlook Web App.
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Step 3:
Login using your LBCC 7-digit employee ID number as user name and your LBCC password as the Password.

User name example: 1234567
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Step 4:

Click on the “gear wheel” icon and select option.
Step 5:
Click on the organize email tab on the left pane, the click on the “+” or plus symbol icon.
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Step 6:
Select “Create a new rule for arriving messages…”
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**Step 7:**

In the ‘**Name**’ field put in any text you would like to use to name the rule (example: LBCC Forward).

In the ‘**When the message arrives, and:**’ field select ‘Apply to all messages’.

In the ‘**Do the following:**’ field select ‘Redirect the message to...’ and click save.
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Step 8:

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”.

![Image of Forwarding Email Rule in Microsoft Edge](https://mail.lbcc.edu/cep/RulesEditor/NewInboxRule.aspx?paramacid=2&ReturnObjectType=1)
If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu
- **In-Person:** Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)