

How to forward LBCC email address to non-LBCC email address

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

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Step 1:

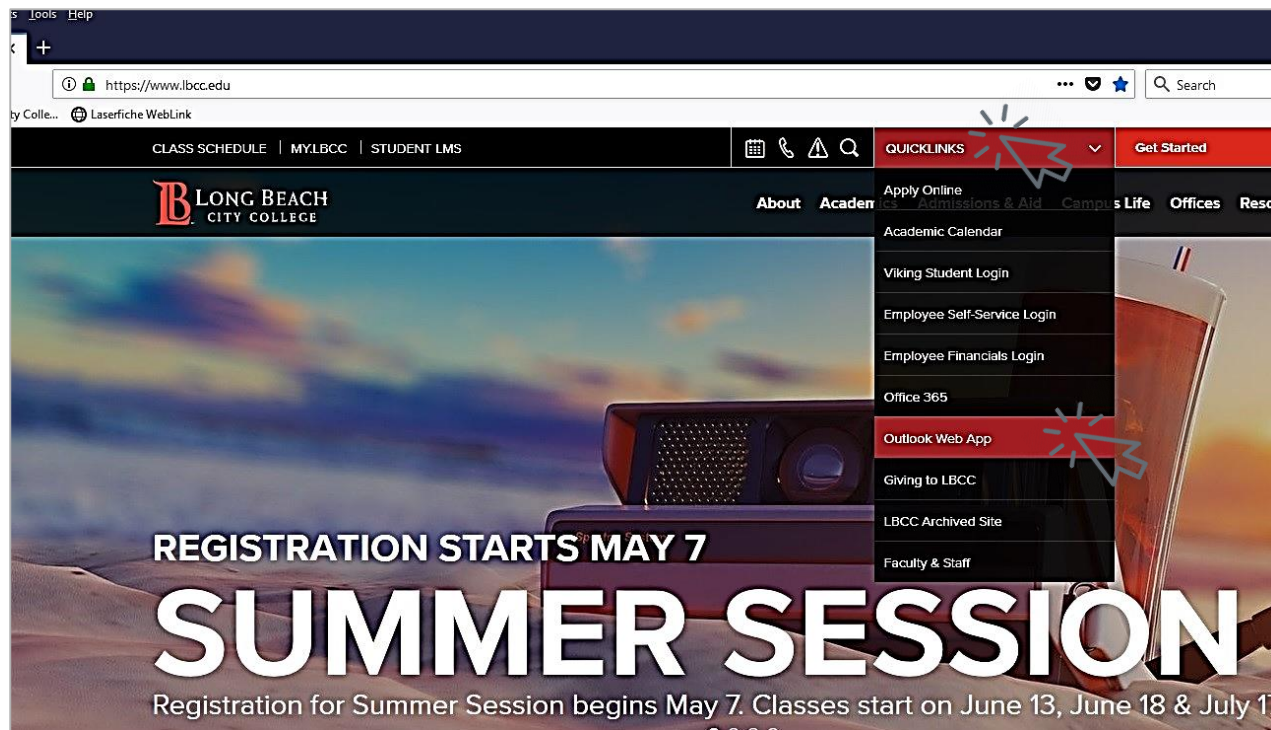
From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.) go to: www.lbcc.edu



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Step 2:

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

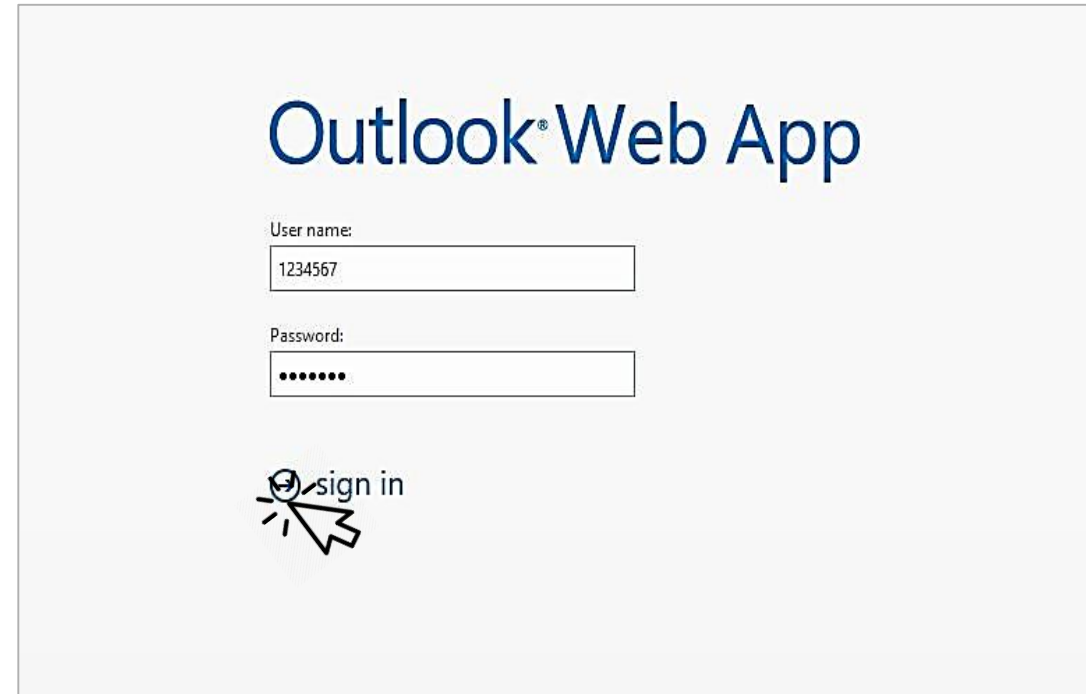


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Step 3:

Login using your LBCC 7-digit **employee ID number** as user name and **your LBCC password** as the Password.


User name example: 1234567



Outlook® Web App

User name:
1234567

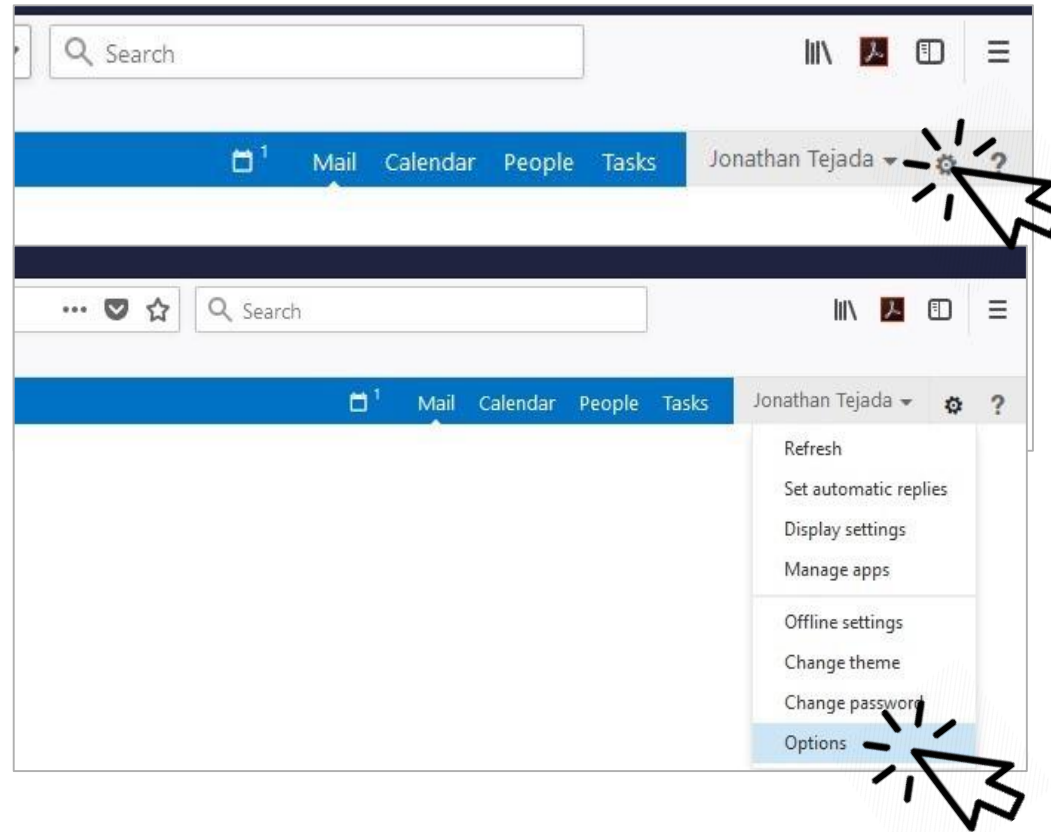
Password:
.....

 sign in

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Step 4:

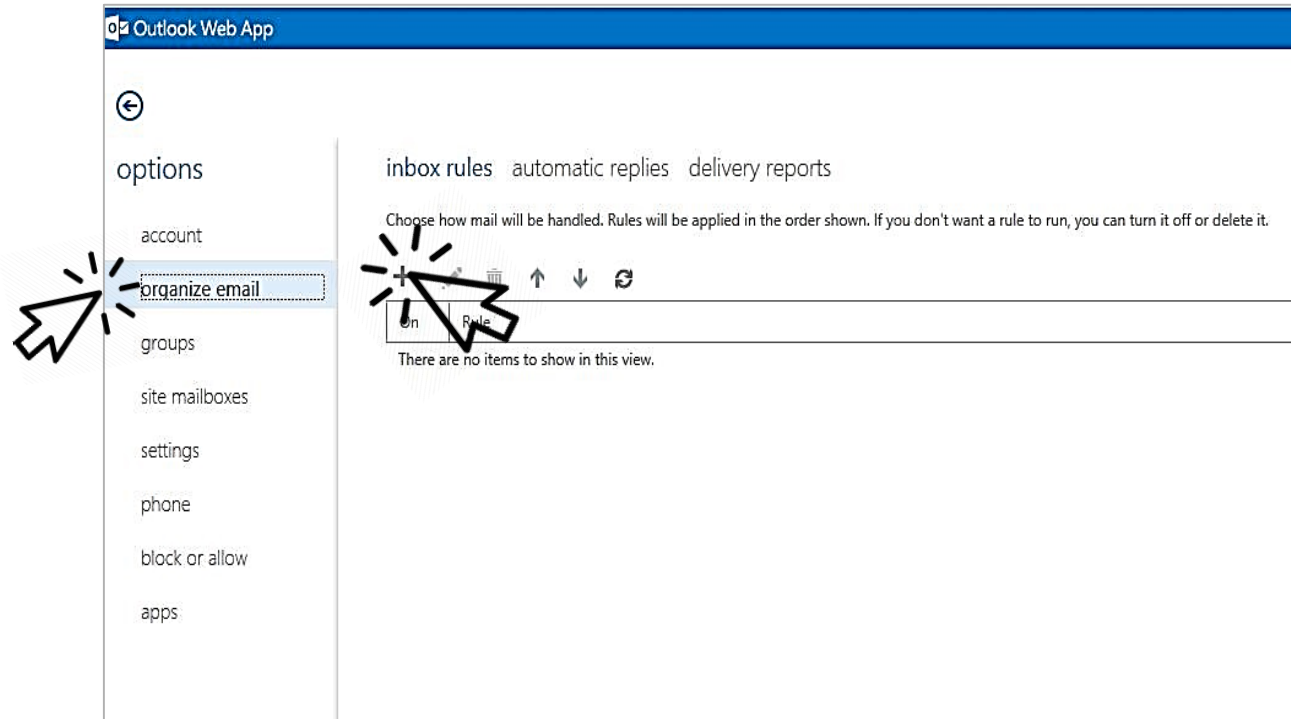
Click on the “**gear wheel**” icon and select **option**.



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Step 5:

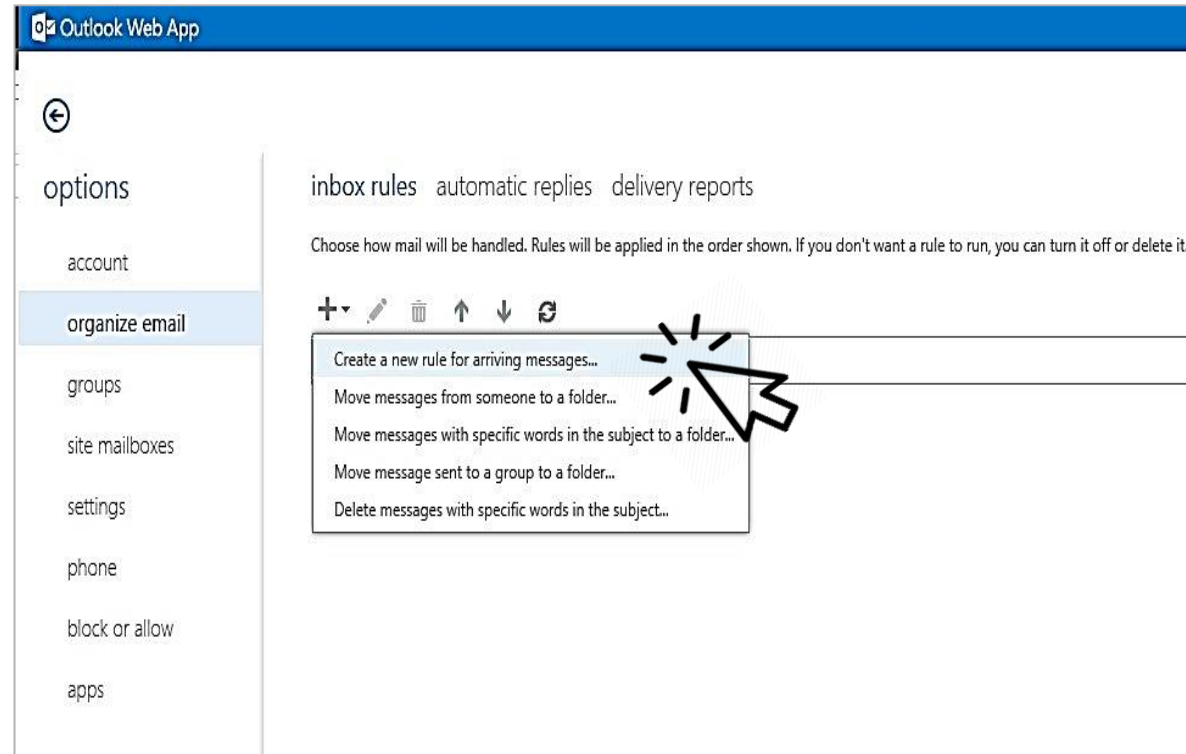
Click on the organize email tab on the left pane, then click on the "+" or plus symbol icon.



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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, an:**' field select 'Apply to all messages'.

In the '**Do the following:**' field select 'Redirect the message to...' and click save.

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:

LBCC Forward

*When the message arrives, and:

[Apply to all messages]

Do the following:

Select one

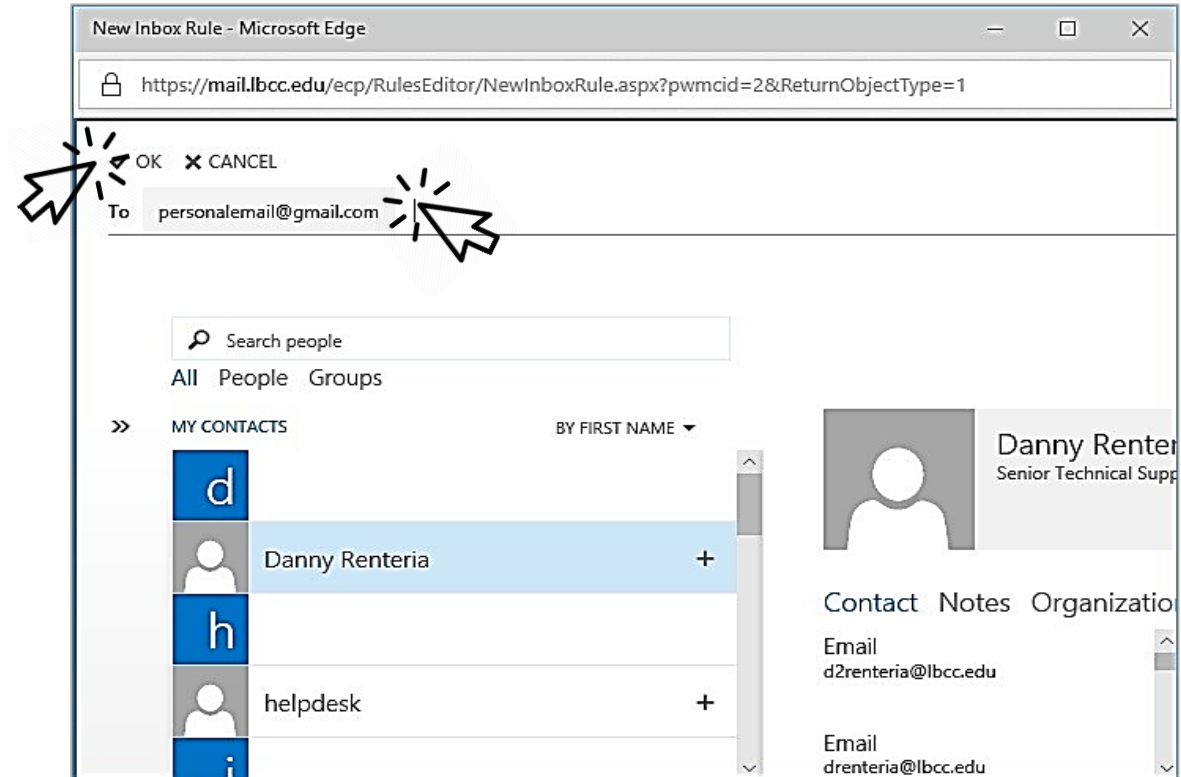
- Select one
- Move the message to folder...
- Mark the message with a category...
- Redirect the message to...
- Delete the message
- Send a text message to...

save cancel

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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**”.



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