

Student Viking Email

Forward Email to Personal Email Account

FOR LONG BEACH CITY COLLEGE **STUDENTS**

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LBCC Student Email Accounts

As an active LBCC student, you have access to an LBCC student email account.

Your email address will come in this format:

- (first initial)(last name)(series of numbers) @student.lbcc.edu
- For example, Ole Viking's email address would be something like this: oviking123@student.lbcc.edu

Important

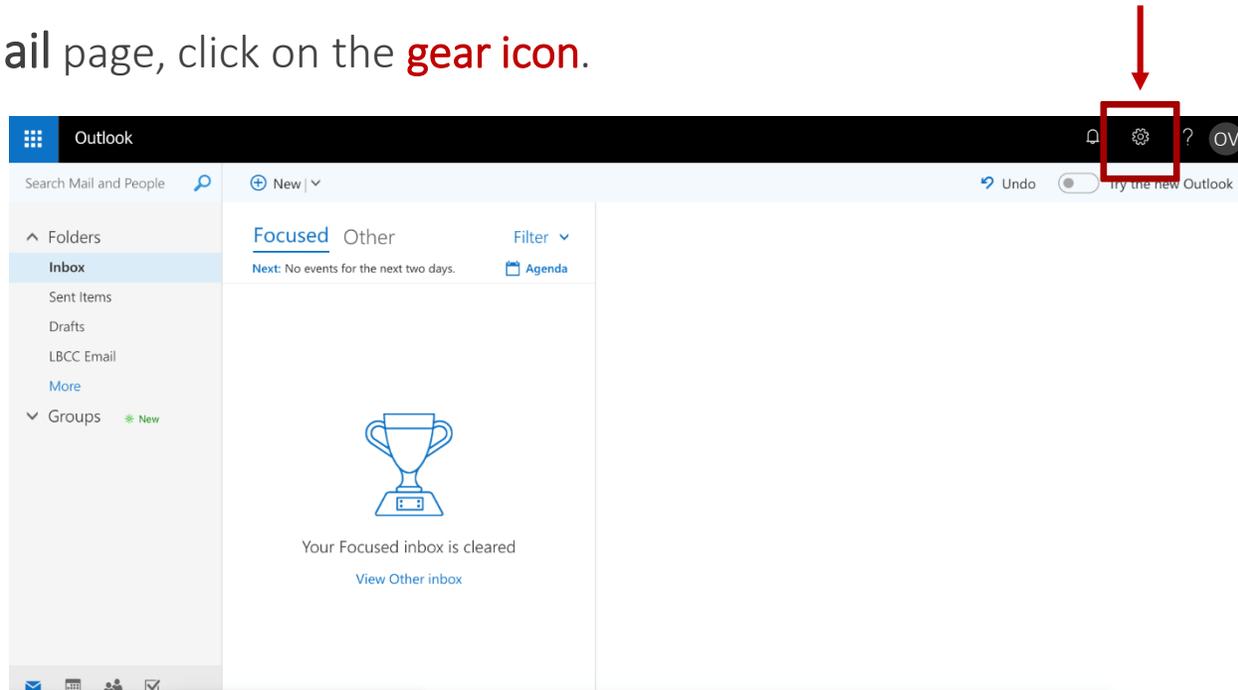
Once you graduate, transfer, or if you take a break from the college, you will no longer have access to your LBCC student email account. It is highly recommended that you backup any important messages.

Forward Email to Personal Email Account

Some students prefer to have all email accounts to be forwarded to one personal account.

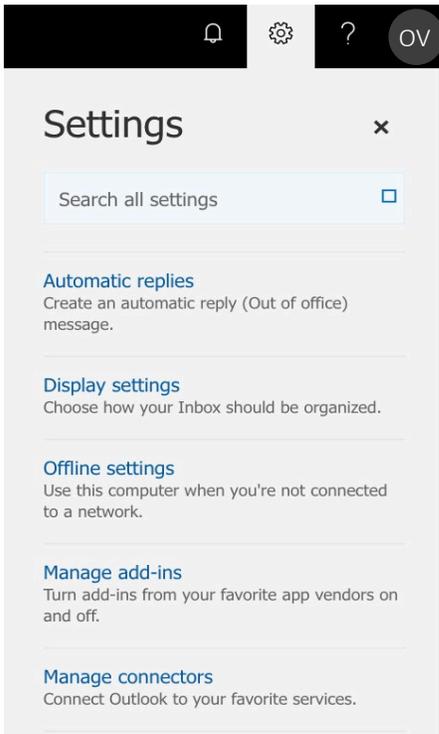
If you want your LBCC student email account to be forwarded to your personal account, you may follow these steps.

1. From the main **Mail** page, click on the **gear icon**.

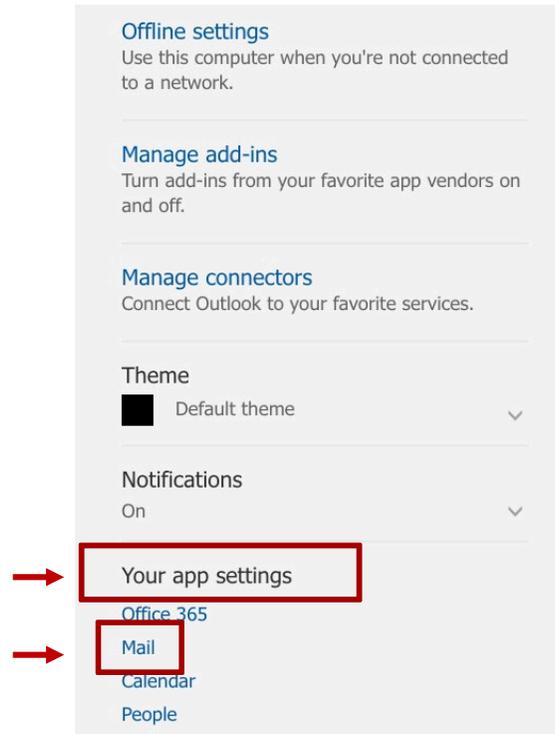


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2. Once you click on the **gear icon**, the following sidebar will appear:

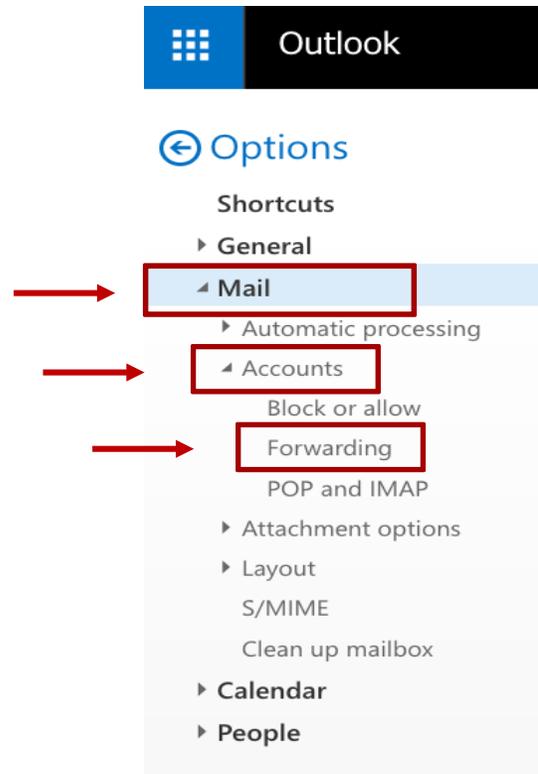


3. Scroll down until you see "Your app settings" and select **Mail**.



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4. After selecting **Mail**, the **Options** sidebar will appear on the left side. Click on **Accounts** and then on **Forwarding**.



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5. Forwarding options will appear in the middle of the screen. Select **Start Forwarding** and then input your personal email account.

6. **Optional:** You can choose whether or not you want to keep a copy of the emails in your Office 365 account. Don't forget to Save!

Forwarding

→ Start forwarding

Forward my email to:

→

Keep a copy of forwarded messages

→ Save ✕ Discard

Forwarding

Start forwarding

Forward my email to:

→ Keep a copy of forwarded messages

Forward Email to Personal Email Account

Congratulations!

You have setup forwarding successfully!

WELL DONE

