



INFORMATION SYSTEMS

FAQ Form

How To Set Up Email Forwarding

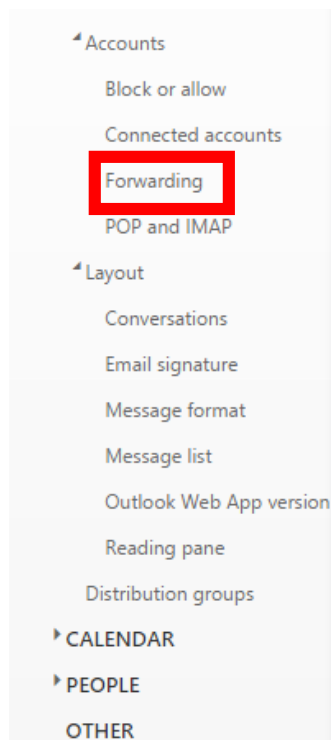
Department of Information Systems, Lower Esbshade, Ext. 4357

How to forward your LBC email

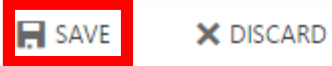
1. Log directly into **mail.lbc.edu**, using your full email address (**username@lbc.edu**).
2. Click the **gear icon on the upper right-hand side of the screen.**



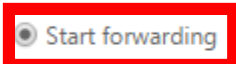
3. Click "**Options**" in the drop-down menu.
4. On the left hand side click "**Forwarding**".



5. Click "Start Forwarding" enter your personal email address and click "Save".



Forwarding



Forward my email to:

wwoman@gmail.com

Keep a copy of forwarded messages in Outlook Web App

Stop forwarding

