

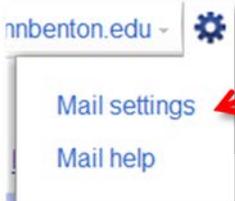
How to forward your LBCC Email account to another email address

1) Click on the Options Icon



Once logged into your LBCC Email account Click on the "Options" icon in the upper right hand corner.

2) From the drop down menu click on Mail settings.



3) Click on the Forwarding and POP/IMAP link

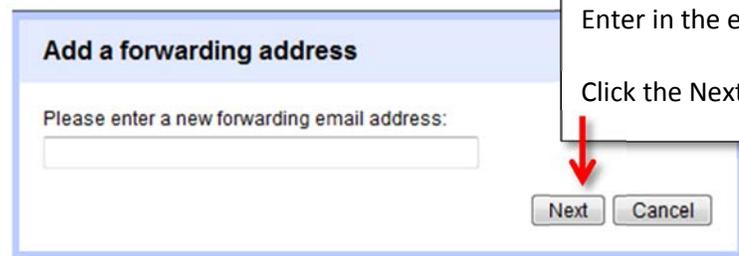


4) The settings for Forwarding and POP/IMAP are displayed.

a. Click on the Add a forwarding address button



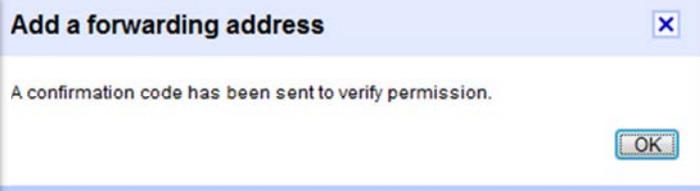
5) Type in the email address and click Next.



Enter in the email address you wish to forward to.
Click the Next button

If you see this message, then you were sent an email to the forwarding address you just entered. You will have to retrieve that email to obtain your confirmation code.

If you do not see this message, then you do not need the confirmation code.



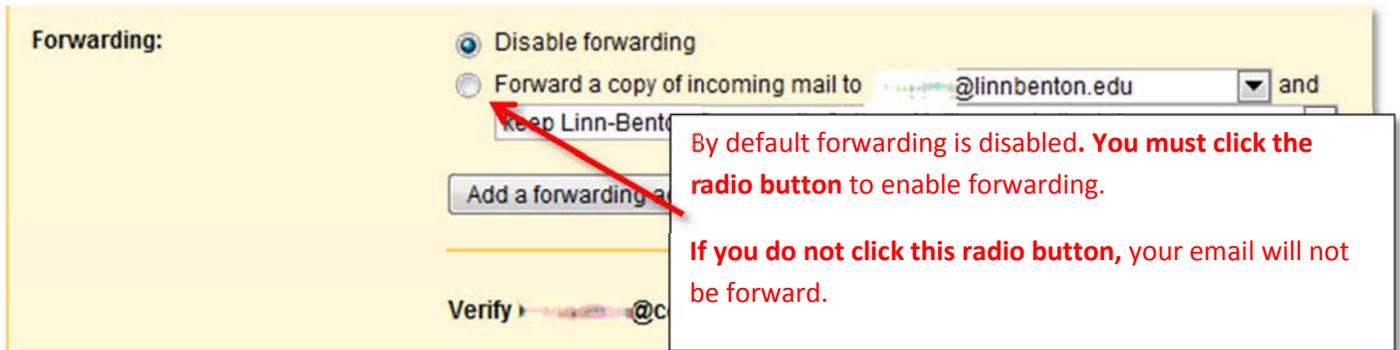
Verify confirmation code [Re-send email](#) [Remove address](#)

Once you have obtained the confirmation code you must enter it in here.

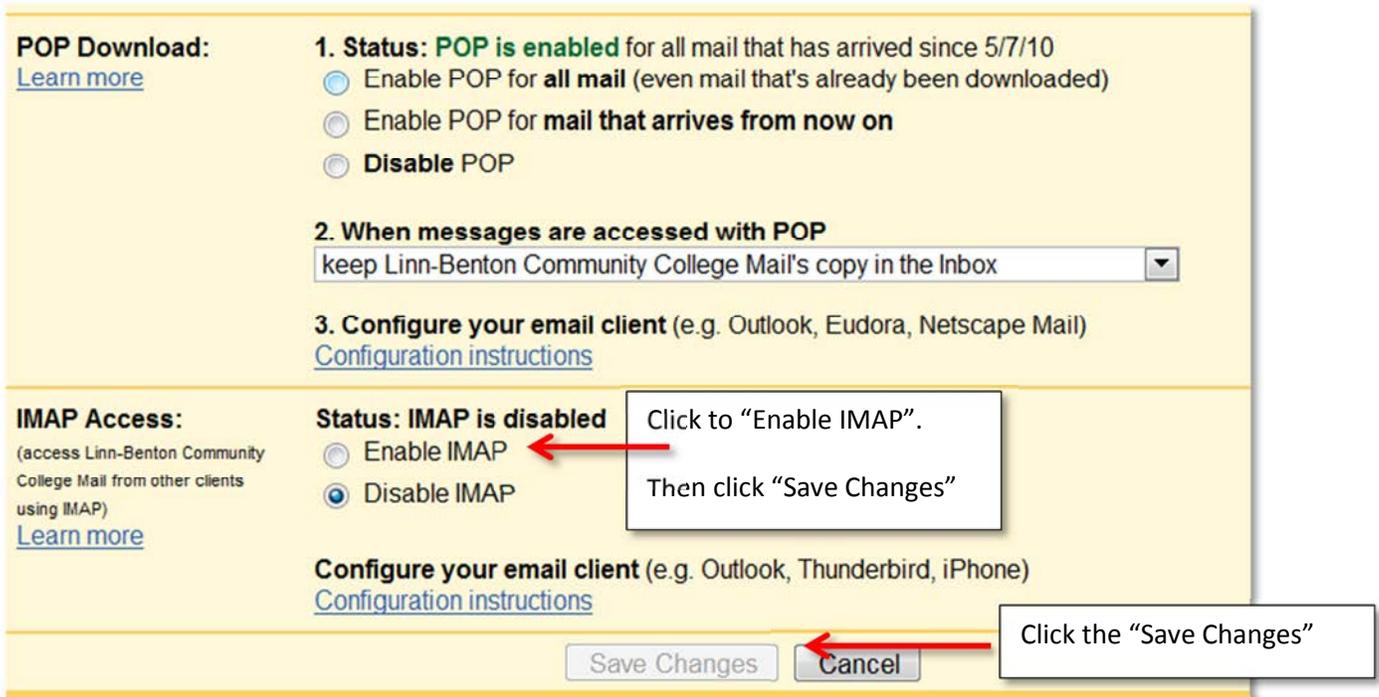
6) Click the OK button



7) The Forwarding settings are displayed.



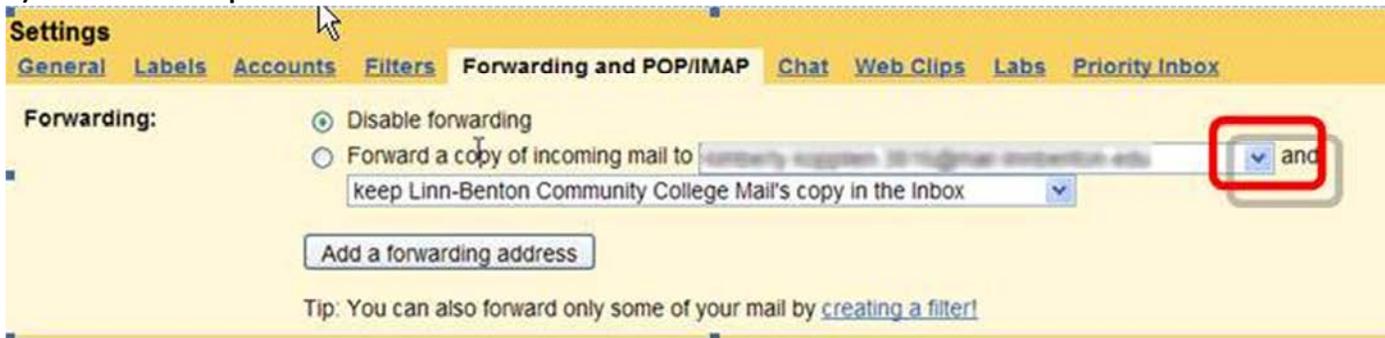
8) IMAP settings



9) You may logout of your LBCC Mail account. Now send a test email to your LBCC Mail account to verify the forwarding is working properly. Make sure you receive that test email in the forwarding address that you entered in steps 5-6.

How to Remove or Change a Forwarding Email Address

1) Click on the drop down arrow



2) To change address just click on the options you have created.

3) To remove click the Remove "email address"

