## How to forward your LBCC Email account to another email address

	Once logged into your LBCC Email account Click on the "Options" icon in the upper right hand corner.					
2) From the drop down ment nbenton.edu - X Mail settings Mail help 2) Click on the Forwarding ar	u click on Ma	il settings.				
Settings General Labels Account	nts <u>Filters</u>	Forwarding and POP/IMAP	<u>Chat</u>	Web Clips	Labs	Priority Inbox
4) The settings for Forwardin a. Click on the Add a forward Forwarding:	g and POP/I ling address dd a forwardi	MAP are displayed. button ng address				
Tip	: You can also	o forward only some of your mail b	oy <u>creati</u>	ng a filter!		

5) Type in the email address and click Next.	
Add a forwarding address	Enter in the email address you wish to forward to.
Please enter a new forwarding email address:	Click the Next button
1	lext Cancel

If you see this message, then	u see this message, then you were sent an email		dress	×
to the forwarding address you just entered. You will have to retrieve that email to obtain your confirmation code.		A confirmation code has been sent to verify permission.		
				OK
If you do not see this message, then you do not need				
the confirmation code.				
	Verify @comcast.ne	t confirmation code Verit	fy <u>Re-send email Remove address</u>	
Once you have obtained	d the confirmation code y	Ou must enter it in her	re.	

#### 6) Click the OK button

Add a forwarding address	×
You have added the forwarding address	
	ОК

### 7) The Forwarding settings are displayed.

Forwarding:	Oisable forwarding
	Forward a copy of incoming mail to@linnbenton.edu and
	Add a forwarding a forwarding a forwarding a forwarding.
	If you do not click this radio button, your email will not
	Verify be forward.

#### 8) IMAP settings

POP Download:	<ul> <li>1. Status: POP is enabled for all mail that has arrived since 5/7/10</li> <li>Enable POP for all mail (even mail that's already been downloaded)</li> <li>Enable POP for mail that arrives from now on</li> <li>Disable POP</li> <li>2. When messages are accessed with POP</li> <li>keep Linn-Benton Community College Mail's copy in the Inbox</li> <li>3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)</li></ul>			
Learn more	Configuration instructions			
IMAP Access: (access Linn-Benton Community College Mail from other clients using IMAP) Learn more	Status: IMAP is disabled Enable IMAP Disable IMAP Configure your email client Configuration instructions	Click to "Enable IMAP". Then click "Save Changes" It (e.g. Outlook, Thunderbird, iPhor Ve Changes	ne) Click the "Save Changes"	

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

Is Accounts	Filters Forwarding and POP	/IMAP Chat	Web Clips Labs	Priority Inbox
		CONTRACTOR DESIGNATION	A MERI MINING AND A MARKET AND A	- Inditig index
	isable forwarding forward a copy of incoming mail to	amberta suga	ten 10 miljimar ove	and
ŀ	keep Linn-Benton Community Coll	lege Mail's copy	in the Inbox	× –
	⊙ F	<ul> <li>Disable forwarding</li> <li>Forward a copy of incoming mail to keep Linn-Benton Community Col</li> <li>Add a forwarding address</li> </ul>	<ul> <li>Disable forwarding</li> <li>Forward a copy of incoming mail to keep Linn-Benton Community College Mail's copy</li> <li>Add a forwarding address</li> </ul>	O Disable forwarding     Forward a copy of incoming mail to     keep Linn-Benton Community College Mail's copy in the Inbox     Add a forwarding address

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

3) To remove click the Remove "email ad	dress'	
Forward a copy of incoming r and keep Linn-Benton Comm	mail to	@mail.linnbenton.edu (in use) @mail.linnbenton.edu (in use)
Add a forwarding address	Remove	@mail.linnbenton.edu