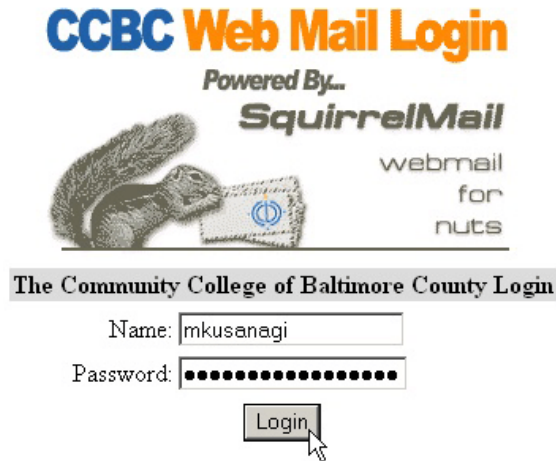


Forwarding Email

These are instructions on how to forward email messages to another email account.

Step 1: Log into **CCBC Web Mail** (see image below)



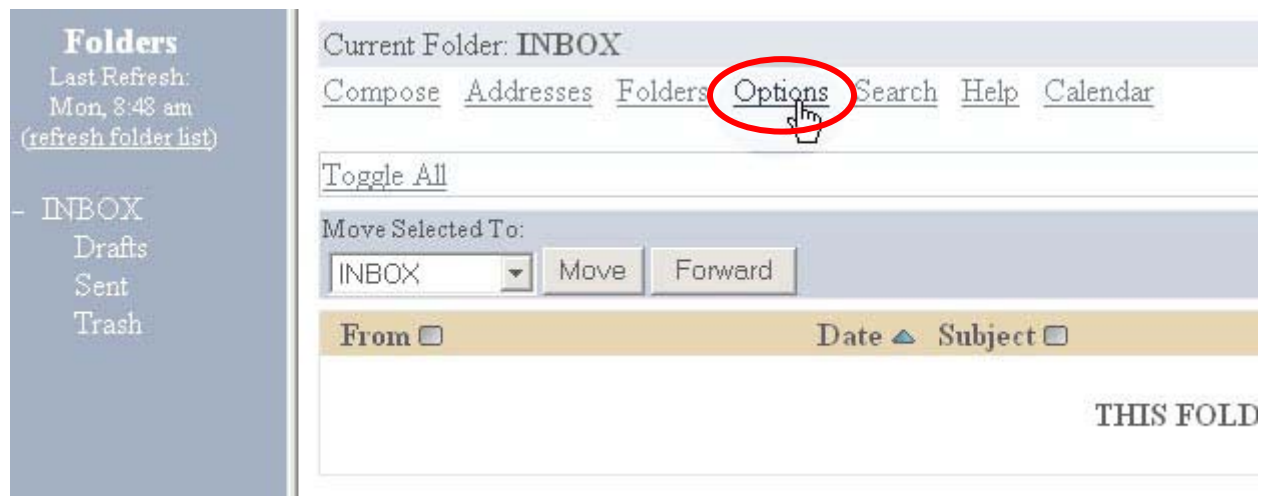
CCBC Web Mail Login
Powered By...
SquirrelMail
webmail
for
nuts

The Community College of Baltimore County Login

Name:

Password:

Step 2: Once you've logged in, click on **Options** (see image below)



Folders
Last Refresh:
Mon, 8:43 am
(refresh folder list)

INBOX
Drafts
Sent
Trash

Current Folder: INBOX

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Calendar](#)

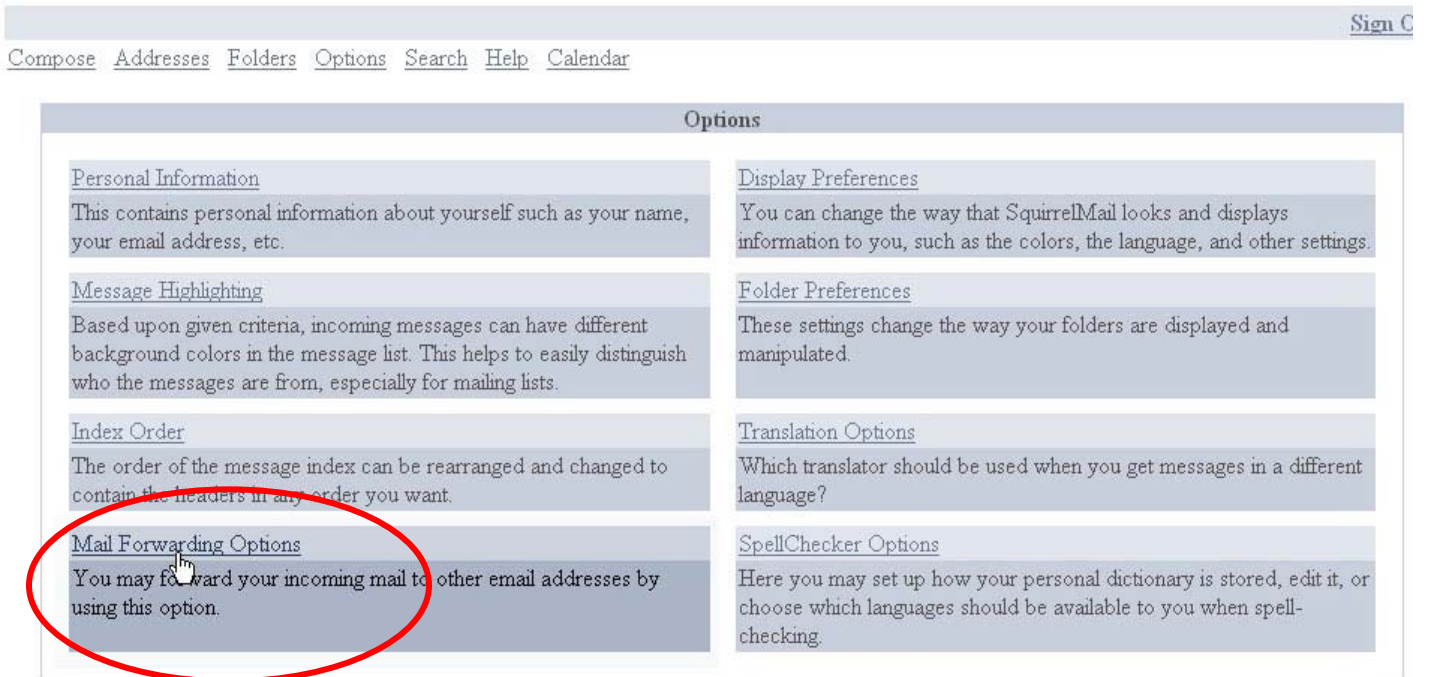
[Toggle All](#)

Move Selected To:

From **Date** ▲ **Subject**

THIS FOLD

Step 3: Under **Options**, click on **Mail Forwarding Options** (see image below)



Step 4: This screen will display a field to type in an alternate email address which will forward all incoming email to that new location. If you want to leave a copy in your student email account, check **Save local copy**. Then click **Submit**.

