

Forwarding your UNBC email

Intended Audience

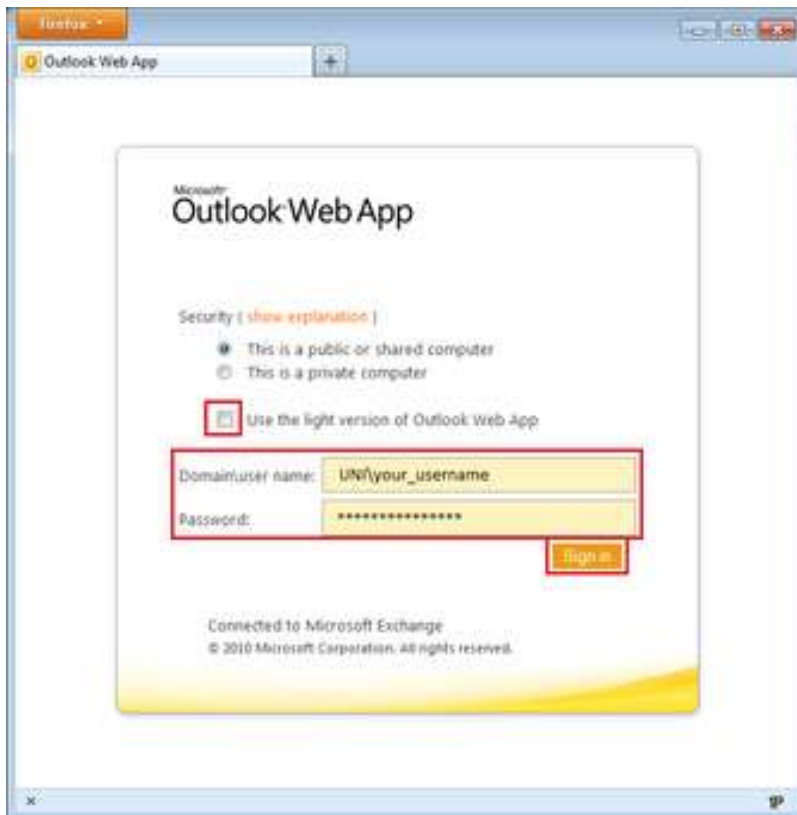
This guide is intended for students or alumni wanting to use a different email provider.

Quick instructions

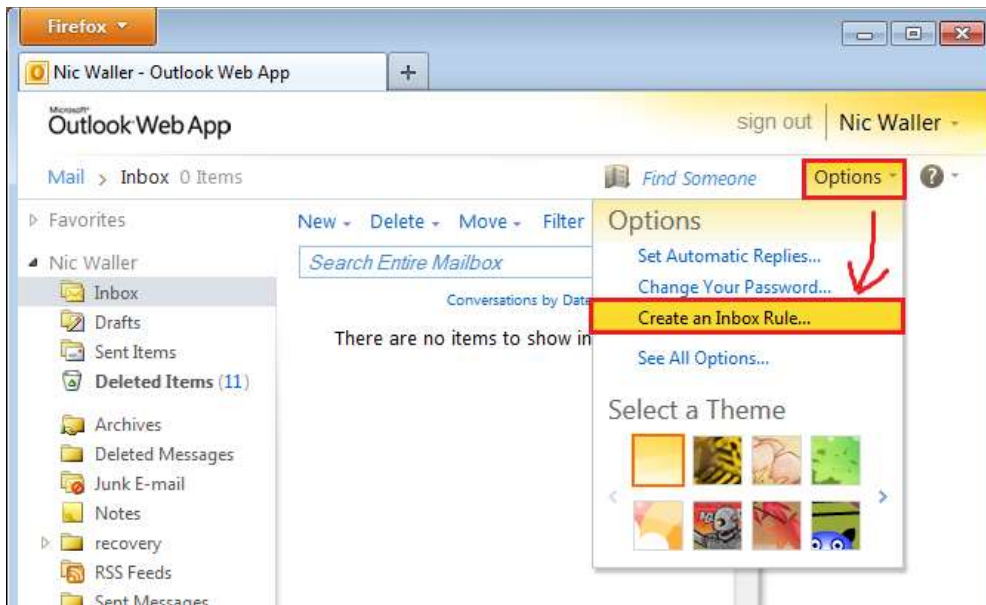
1. Log into Outlook Web Access <https://owa.unbc.ca/>.
2. Create a new inbox rule that applies to all messages.
3. Add two actions: "Redirect the message" and "Delete the message"

Detailed instructions with photos

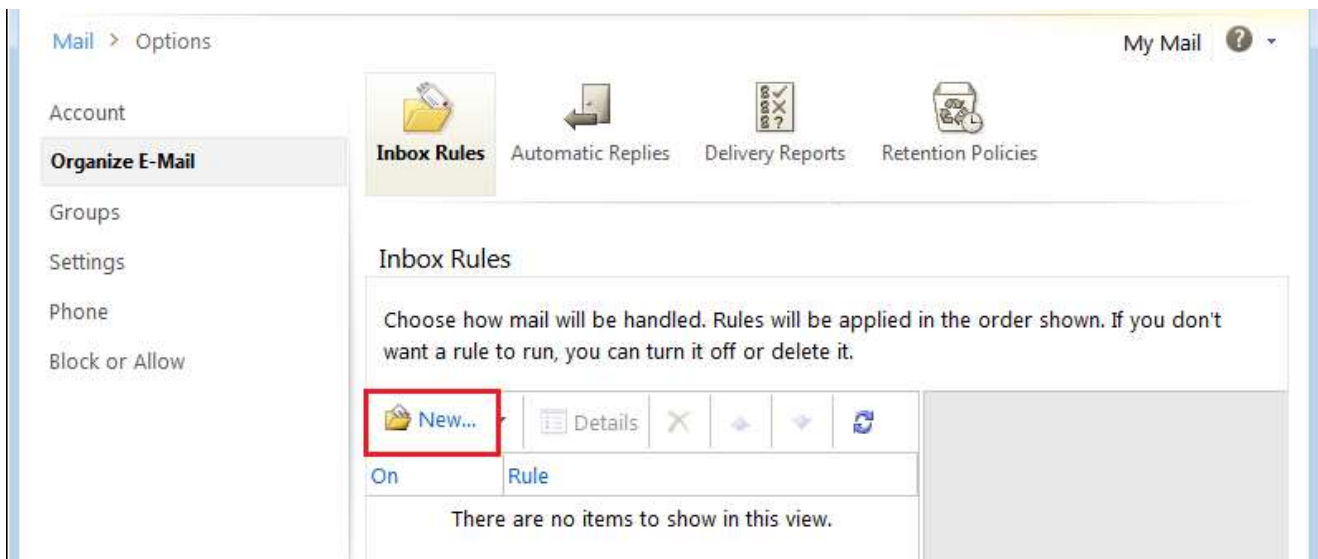
Visit <https://owa.unbc.ca/> in your web browser. Make sure the option to use "light version" is un-checked. Enter your "UNI" username and password then click "Sign in".



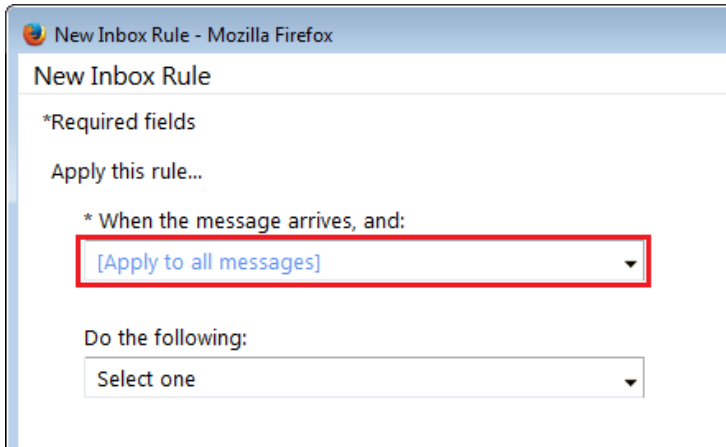
Click the "Options..." menu in the top-right corner, then choose "Create an Inbox Rule..."



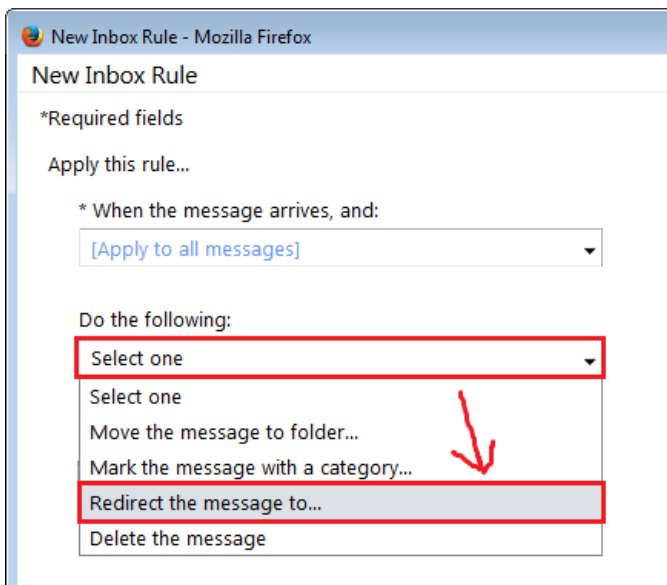
Click "New..." to create a new inbox rule.



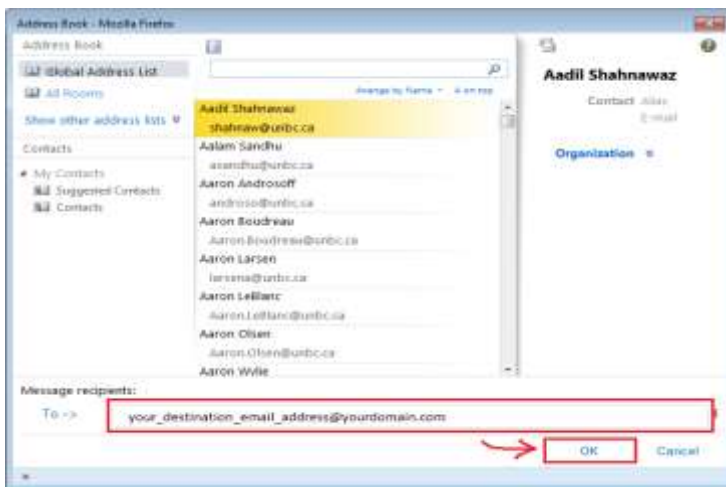
In the menu under "When the message arrives", choose the option "Apply to all messages".



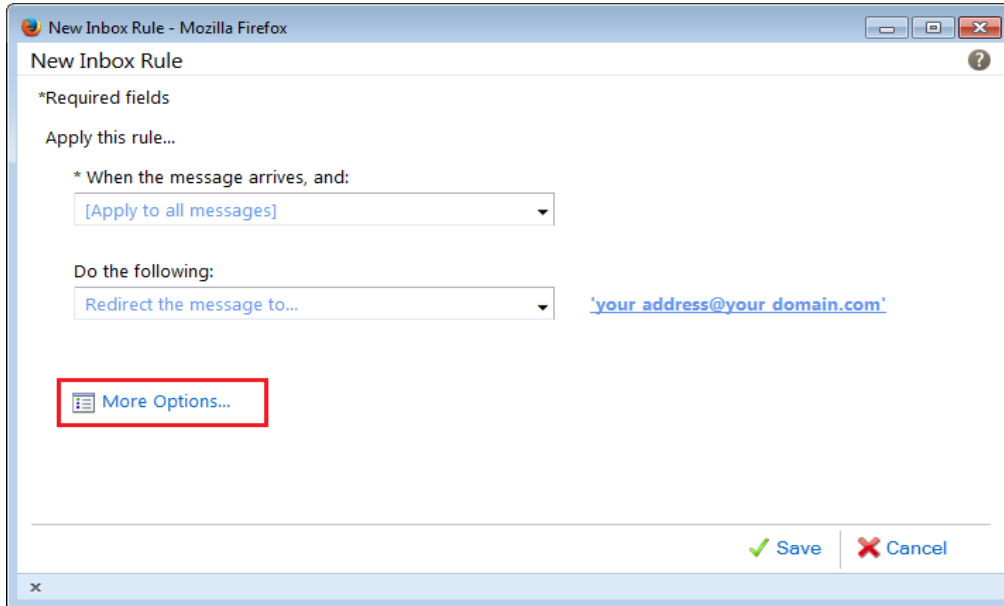
In the menu under "Do the following" choose the option "Redirect the message to..."



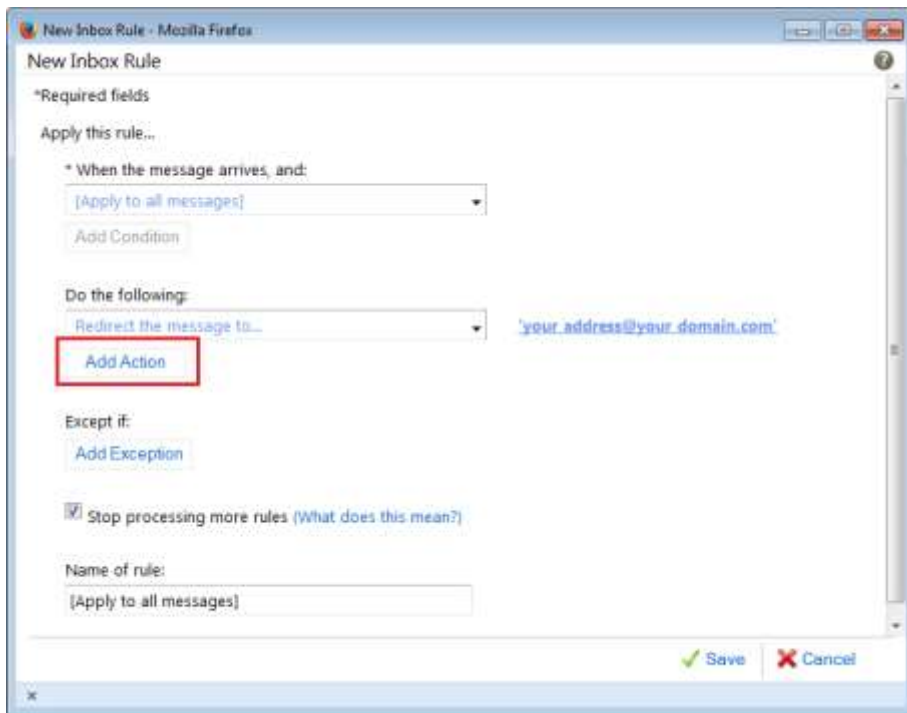
Type your destination email address in the "To->" box. Click OK.



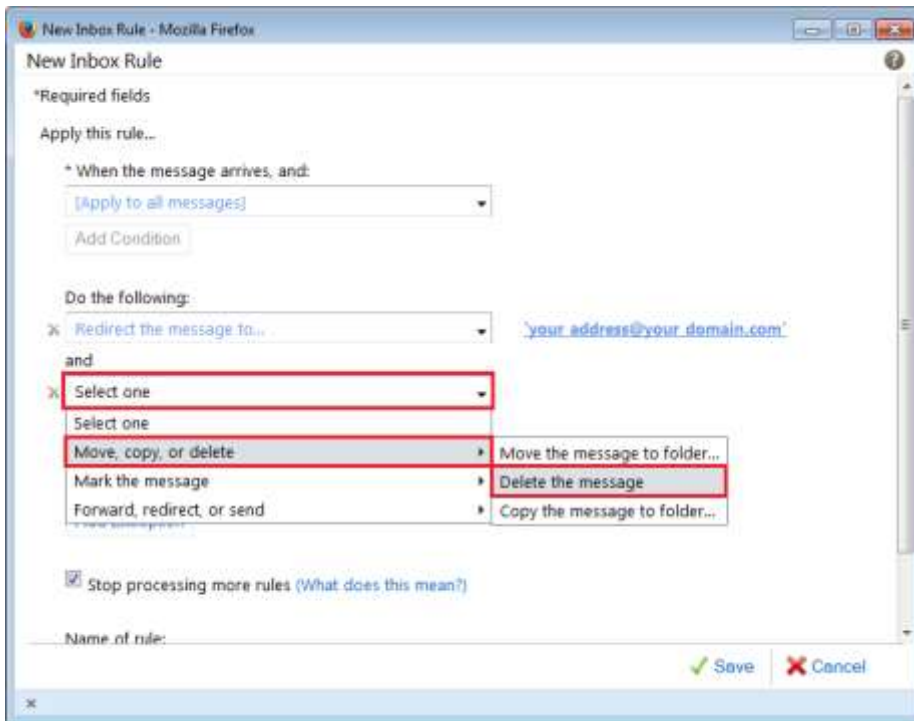
Click "More Options..."



Click "Add Action"



In the second action box, under "and", choose the option "Delete the message" under "Move, copy or delete".



Click "Save".

Notes

1. If your inbox rule does not delete forwarded messages, your UNBC mailbox will eventually get full and no more messages will be delivered.
2. Choosing "Redirect" instead of "Forward" helps to preserve message appearance. It also keeps the original "From" message header intact, so any messages marked as spam are treated correctly.