

## Forwarding your UNBC Email

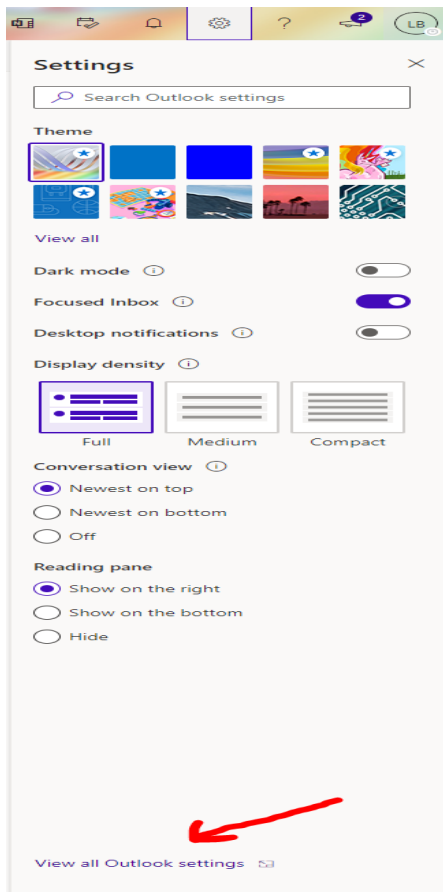
**Audience: Alumni who have been migrated to Exchange Online**

Steps:

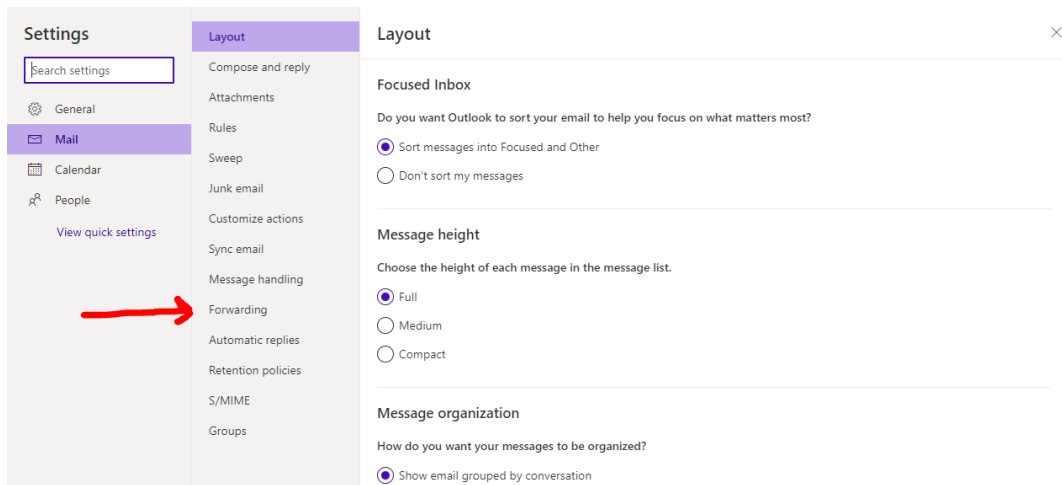
- Visit <https://outlook.com/owa/unbc.ca>
- Login with [username@unbc.ca](mailto:username@unbc.ca) and your password
- Click on the Gear located in the upper right corner



- Click on View all Outlook settings



- Click on Forwarding



- Click Enable Forwarding
- Enter your email account to forward email
- Click Save
- Your email is now forwarding to the account entered

