Intended Audience
This guide is intended for UNBC Students and Alumni wanting to use a different email provider.

Quick instructions
1. Log into Outlook Web Access https://outlook.com/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
1. Visit https://outlook.com/owa/unbc.ca
2. Login with username@unbc.ca and your password.
Click the gear tool in the top-right corner, then choose Options then Organize Email

Under Inbox Rules click + 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..."

Click Select people to find the address you wish to forward to
Click "More Options..."

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

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.