

# Forwarding your UNBC email

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## Intended Audience

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

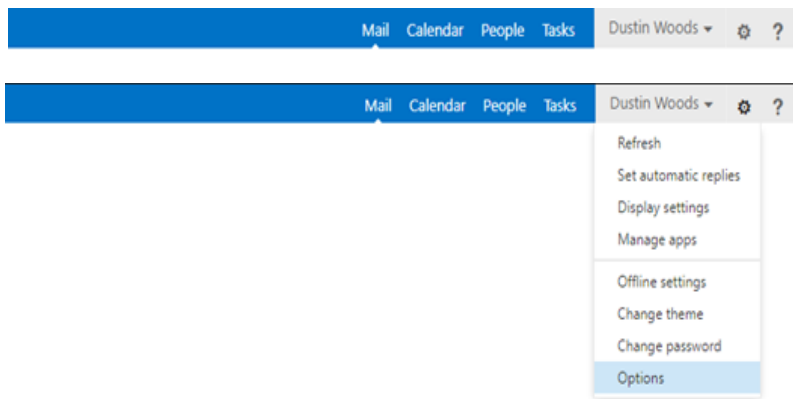
## Quick instructions

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"

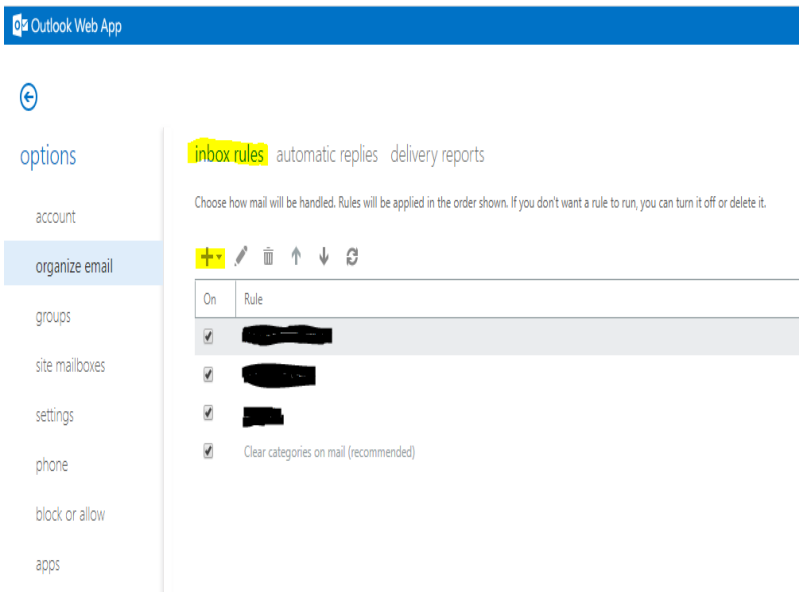
## Detailed instructions

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".

new inbox rule Help

Apply this rule...

Name:  
[Apply to all messages]

\*When the message arrives, and:  
[Apply to all messages]

Do the following:  
Redirect the message to... [\\*Select people...](#)

[More options...](#)

save cancel

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

new inbox rule Help

Apply this rule...

Name:  
[Apply to all messages]

\*When the message arrives, and:  
[Apply to all messages]

Do the following:  
Redirect the message to... [\\*Select people...](#)

[More options...](#)

save cancel

Click Select people to find the address you wish to forward to

new inbox rule Help

Apply this rule...

Name:  
[Apply to all messages]

\*When the message arrives, and:  
[Apply to all messages]

Do the following:  
Redirect the message to... [\\*Select people...](#)

[More options...](#)

save cancel

## Click "More Options..."

new inbox rule Help

Apply this rule...

Name:  
[Apply to all messages]

\*When the message arrives, and:  
[Apply to all messages]

Do the following:  
Redirect the message to... \*Select people...

**More options...**

save cancel

## Click "Add Action"

new inbox rule Help

Apply this rule...

Stop processing more rules (What does this mean?)

Name:  
[Apply to all messages]

\*When the message arrives, and:  
[Apply to all messages]  
add condition

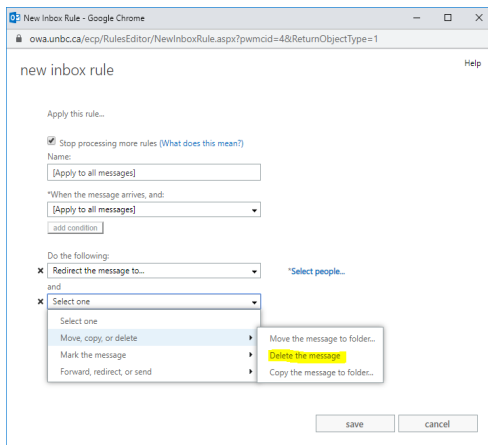
Do the following:  
Redirect the message to... \*Select people...

**add action**

Except if:  
add exception

save cancel

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.