

# How to Forward BC Email to your Personal Email

1. Login to your college email at [mail.college.bm](mailto:mail.college.bm)
2. Select the settings (gear icon) in the top right and choose 'Options'.
3. Click 'Inbox and sweep rules' then click on the + to add a new rule.

## Options

### Shortcuts

#### General

#### Mail

##### Automatic processing

Automatic replies

Undo send

Inbox and sweep rules

Junk email reporting

Save

Discard

## Inbox rules

Choose how email will be

+ - ✖ ⬆ ⬇

On Name

OK

Cancel

## New inbox rule

Name

Forward Emails

When the message arrives, and it matches all of these conditions

[Apply to all messages]

Add condition

Do all of the following

Forward the message to...

Select people...

Select one...

Move, copy, or delete >

Pin the message >

Mark the message >

Forward, redirect, or send >

✓ Forward the message to...

Forward the message as an attachment to...

Redirect the message to...

Send a text message to...

4. Type a name for your rule.
5. Under 'When the message arrives', select 'Apply to all messages'.
6. Under 'Do the following', select 'Forward, redirect, or send >' then choose 'Forward the message to...'.

7. Enter your personal email address and click 'Save'.

✓ Save ✖ Cancel

Forward the message to...Your personal email address

8. Choose OK to save all your selections.

OK

Cancel

New inbox rule