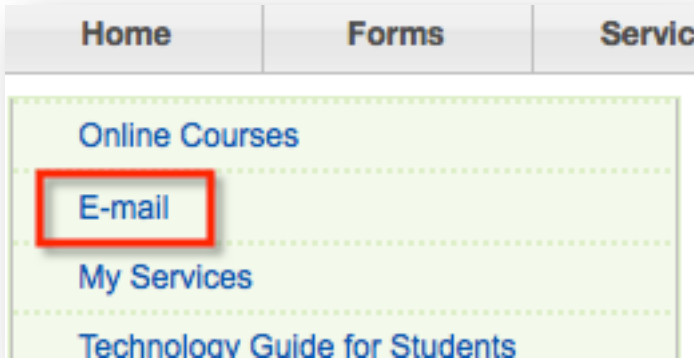
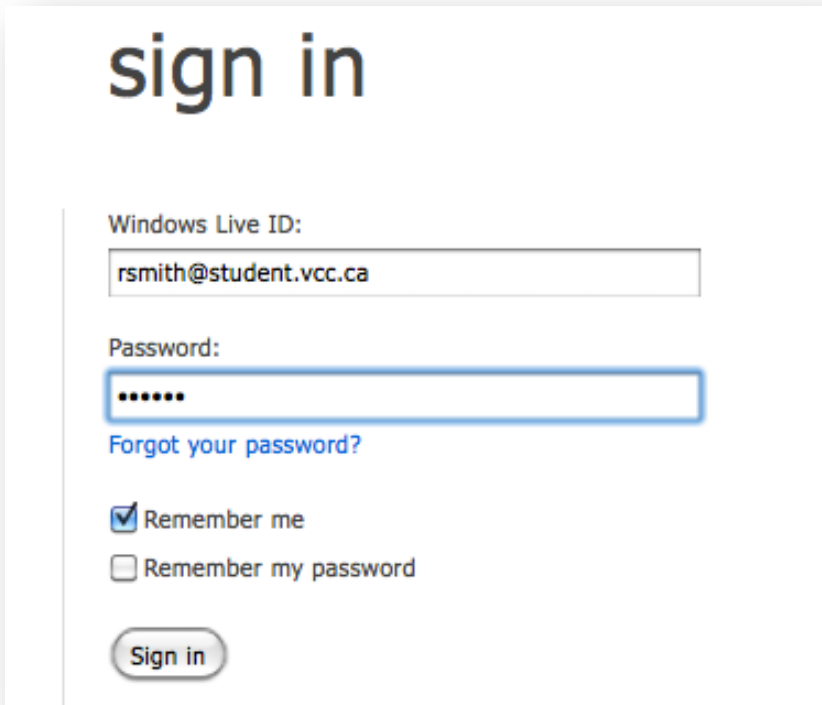


How to redirect e-mail from your VCC student account to another account

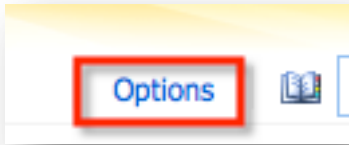
1. Login to myVCC at <https://my.vcc.ca> and select the 'E-mail' link.



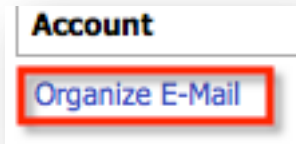
2. Sign in to Outlook Live using your first initial, last name followed by @student.vcc.ca (For example, Roy Smith would use rsmith@student.vcc.ca). By default your password is your birth date in the format: MMDDYY. DO NOT USE EXISTING ACCOUNTS such as Hotmail.

A screenshot of the Outlook Live sign-in page. The page has a white background with the text 'sign in' in a large, bold, black font at the top. Below this, there is a form with the following elements: a label 'Windows Live ID:' followed by a text input field containing 'rsmith@student.vcc.ca'; a label 'Password:' followed by a password input field with six dots; a blue link 'Forgot your password?'; two checkboxes: 'Remember me' (checked) and 'Remember my password' (unchecked); and a 'Sign in' button at the bottom.

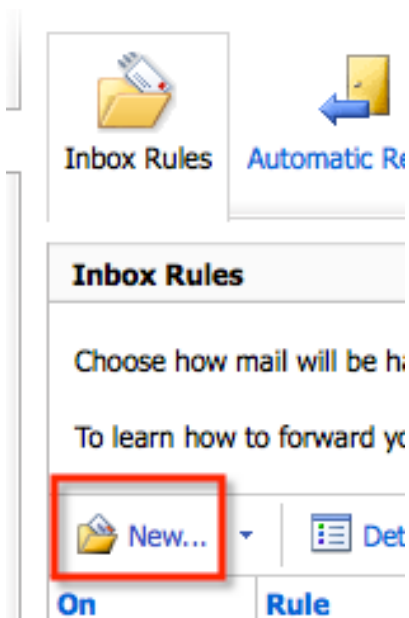
3. Once logged in to your VCC Microsoft Outlook Web Application select the Options link located in the upper right area



4. Select the 'Organize E-Mail' link



5. From the Inbox Rules tab select 'New'



6. From the first dropdown list select '[Apply to all messages]'

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

Select one

Select one

It was received from...

It was sent to...

It includes these words in the subject...

It includes these words in the subject or body...

It includes these words in the sender's address...

My name is in the To or Cc box

[Apply to all messages]

7. *From the second dropdown list select 'Redirect the message to...'

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Do the following:

Select one

Select one

Move the message to folder...

Mark the message with a category...

Redirect the message to...

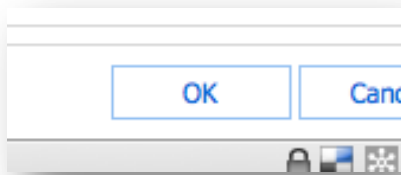
Delete the message

Send a text message to...

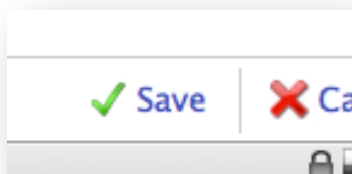
- Now scroll to the bottom of the page and type the e-mail address you wish to direct all messages to in the box immediately to the left of the 'To->' box



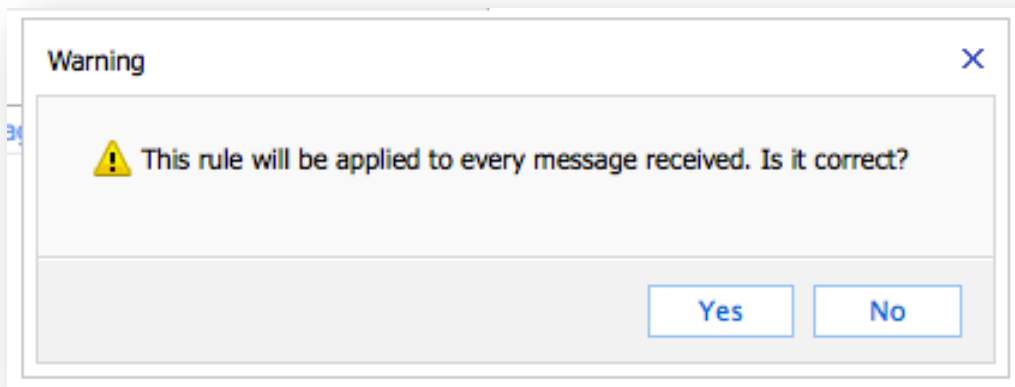
- Select 'OK'



- Select 'Save'



- Select 'Yes'



***Please note that this redirect rule will not function once your inbox is full so it is important to maintain it.**