

# How to Forward the George Brown Email Account to your Personal Email Account

<http://mail.georgebrown.ca>

Login in to your email.


User name: student ID

Password: same as your Stu-View PW

If you can't login, click here to reset your password

Currently No Reported Issues

For the first time Login, you need to choose the primary "Language" and "Current time zone".



---

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page.

Use the blind and low vision experience

---


Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the program will use for all items.

Language:

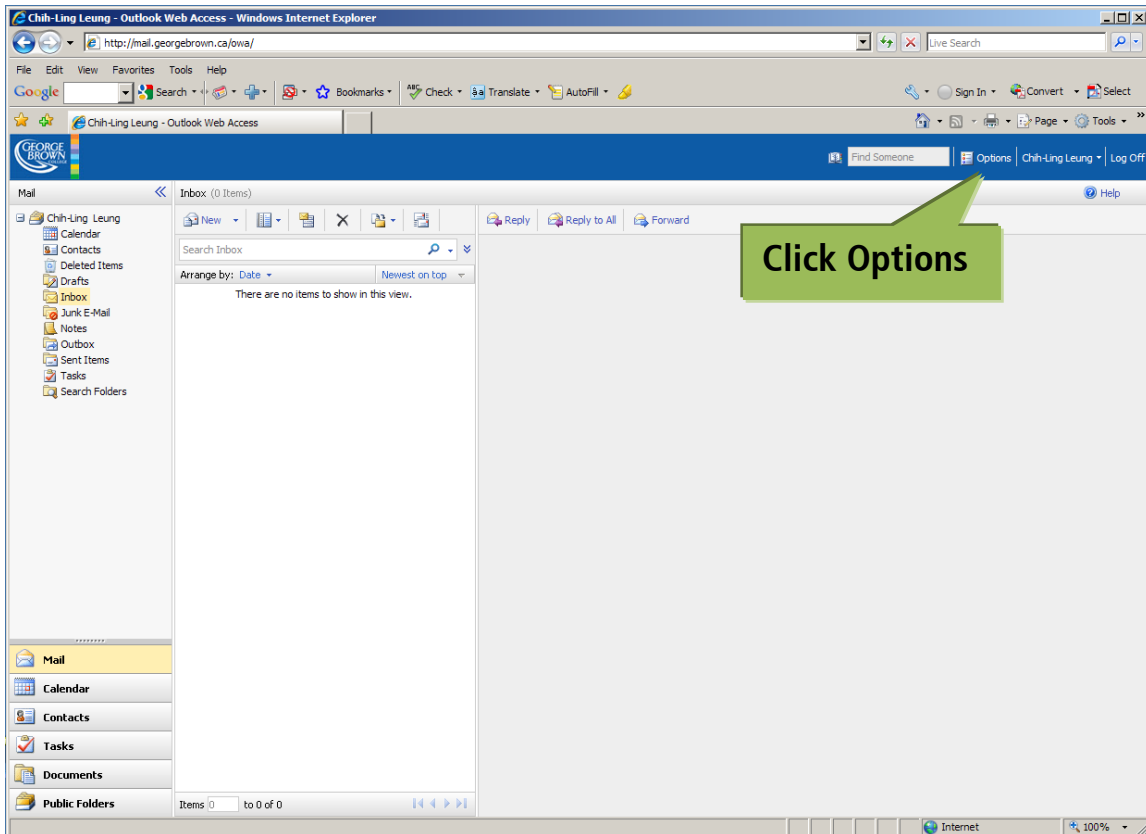
---

Current time zone:

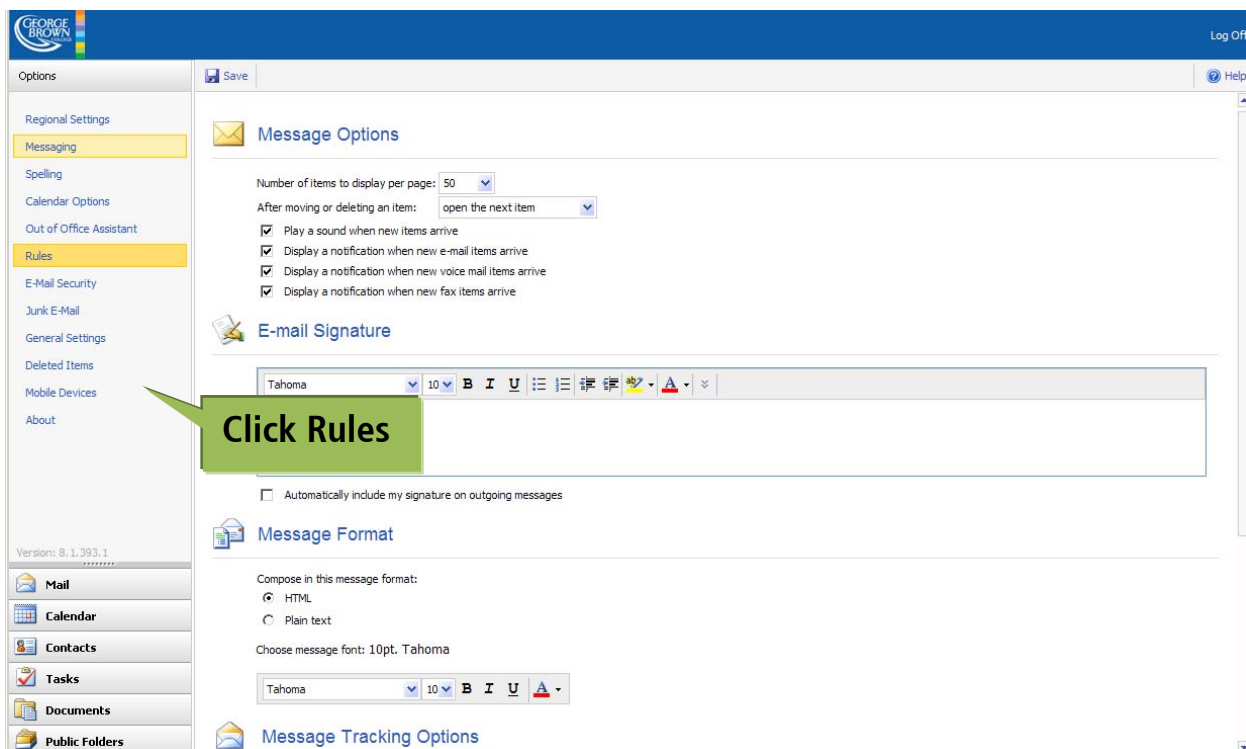
---

 Connected to Microsoft Exchange  
© 2007 Microsoft Corporation. All rights reserved.

In the Inbox page> Click "Options"



Click "Rules"



Click "New Rules" > "Create a new rule for arriving messages"

The screenshot shows the Outlook Web Access interface in Internet Explorer. The browser title is "Chih-Ling Leung - Outlook Web Access - Windows Internet Explorer". The address bar shows the URL: <http://mail.georgebrown.ca/owa/?ae=Options&opturl=Messaging>. The page title is "Rules".

On the left side, there is a navigation menu with the following items: Regional Settings, Messaging, Spelling, Calendar Options, Out of Office Assistant, Rules (highlighted), E-Mail Security, Junk E-Mail, General Settings, Deleted Items, Mobile Devices, and About. At the bottom of the menu, there are icons for Mail, Calendar, Contacts, Tasks, Documents, and Public Folders. The version number "8.1.393.1" is visible below the menu.

The main content area is titled "Rules" and contains a "New Rule" button, a "Change Rule..." link, and a "Delete" link. Below these are several rule options:

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete messages that have specific words in the subject
- Create a new rule for arriving messages** (highlighted)

A green callout box with a white border and a pointer to the "Create a new rule for arriving messages" option contains the text: "Click New Rules then select Create a new rule for arriving messages".

The status bar at the bottom shows the URL: <http://mail.georgebrown.ca/owa/?ae=Options&t=Rules#>, the security level "Unknown Zone (Mixed)", and the zoom level "100%".

## A New Rule window pop-up

1. Click "Forward or redirect" link then
2. check the box of "Forward the message to people or distribution lists"
3. Click Apply this rule after the message arrives forward it to "people or distribution lists"

The screenshot shows the 'New Rule' dialog box in a web browser. The dialog box is titled 'New Rule - Windows Internet Explorer' and has a URL of 'http://mail.georgebrown.ca/owa/?ae=Dialog&t=Rule&tmp=1'. The 'Do the following' section is expanded to show the 'Forward or redirect...' option. The 'Forward the message to people or distribution lists' checkbox is checked. The 'Rule Description' section contains the text: 'Apply this rule after the message arrives forward it to [people or distribution lists](#)'. The 'Name' field is empty. The 'Save' and 'Cancel' buttons are visible at the bottom of the dialog box.

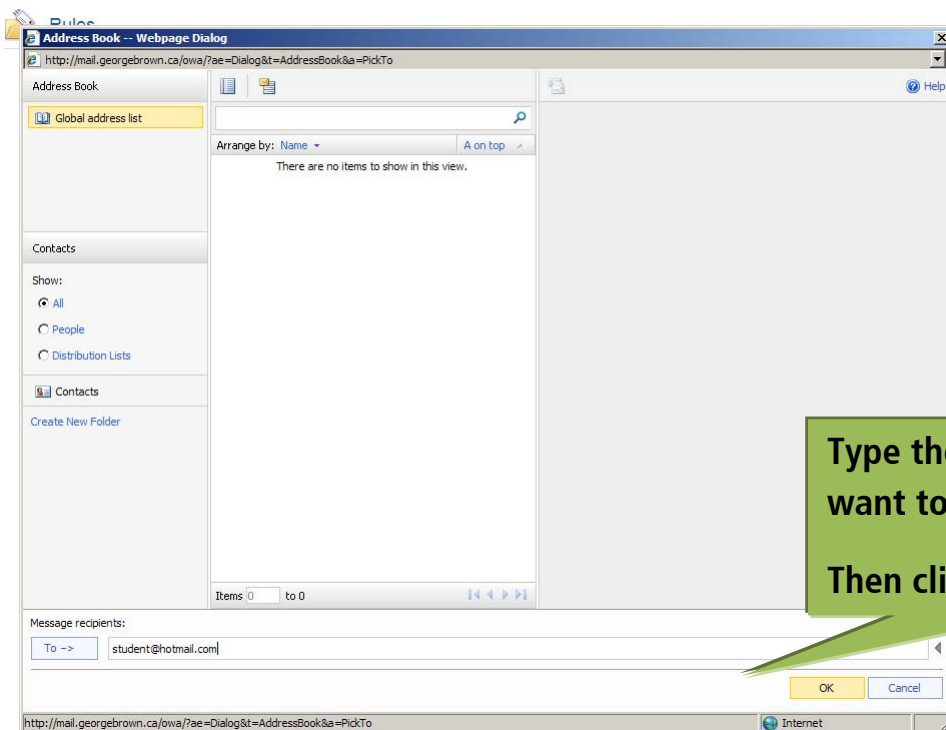
**Click people or distribution lists**

**Click Forward or redirect link**

**Forward the message to people or distribution lists**

## A New Rule window pop-up

1. Type the email address you want to forward to.
2. Then click OK



Message box will come out "This rule will be applied to every message that you receive. Is this correct?"

Click OK than Click Save

