

How to Forward the George Brown College email account to your personal email account

<http://mail.georgebrown.ca>

Log into your email:

User name: Student ID

Password: Same as your Stu-View password

Currently No Reported Issues

George Brown College Email


User name:

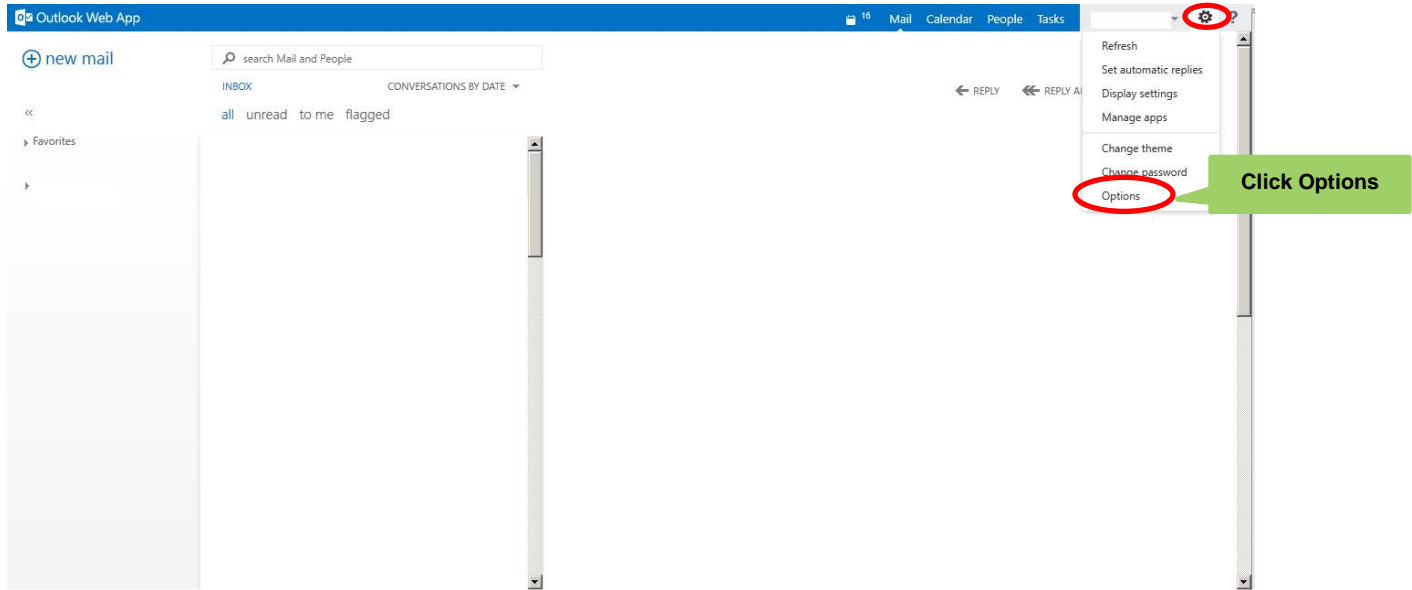
Password:

[sign in](#)

[Password Reset](#) [Password FAQ](#)

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

In the top right corner of your screen, click on the settings icon , and then click “Options”.



Click on "organize email"

The screenshot shows the Outlook Web App interface. At the top is a blue header with the Outlook logo and the text "Outlook Web App". Below the header is a navigation menu with a back arrow icon and the word "options". The menu items are: "account", "organize email" (highlighted in light blue), "groups", "site mailboxes", "settings", "phone", "block or allow", and "apps". To the right of the menu, there are links for "rules", "automatic replies", and "delivery reports". A green callout box with a white border points to the "organize email" menu item, containing the text "Click on organize email". Below the menu, there is a table of rules. Above the table are icons for adding, editing, deleting, moving up, moving down, and refreshing. The table has two columns: "On" and "Rule". There are two rows of rules, both with checked checkboxes in the "On" column. The first row is highlighted in light grey and contains "Microsoft Exchange (1)". The second row contains "Microsoft Exchange".

Outlook Web App

options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

rules automatic replies delivery reports

Click on organize email

How mail will be handled. Rules will be applied in the order shown. If

+ - ✎ 🗑️ ⬆️ ⬇️ ↻

On	Rule
<input checked="" type="checkbox"/>	Microsoft Exchange (1)
<input checked="" type="checkbox"/>	Microsoft Exchange

Create a new rule for arriving messages:

The screenshot shows the Outlook Web App interface. On the left, the 'options' menu is visible with 'organize email' selected. In the main area, a dropdown menu is open, showing the option 'Create a new rule for arriving messages' circled in red. A green callout box points to the '+' icon in the dropdown menu, with the text 'Click on the + sign, and select'. The dropdown menu also includes options for moving messages and deleting messages based on specific criteria.

Outlook Web App

options

- account
- organize email
- groups
- site mailboxes
- settings
- phone
- block or allow
- apps

inb... atic replies delivery reports

Cho... dled. Rules will be applied in the order shown. If you don't want a

+ - ✎ 🗑️ ⬆️ ⬇️ ↻

- Create a new rule for arriving messages.
- Move messages from someone to a folder..
- Move messages with specific words in the subject to a folder..
- Move message sent to a group to a folder..
- Delete messages with specific words in the subject..

A new window will pop up to create a new inbox rule for incoming messages:

New Inbox Rule - Mozilla Firefox

https://mail.georgebrown.ca/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=4&ReturnObjectType=1

new inbox rule

Help

Apply this rule...

Name:

*When the message arrives, and:

Select one

Do the following:

Select one

[More options...](#)

save cancel

When the message arrives, and: >it was sent to

New Inbox Rule - Mozilla Firefox

https://mail.georgebrown.ca/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=5&ReturnObjectType=1

new inbox rule Help

Apply this rule...

Name:

*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]

save cancel

Select "It was sent to.."

New window will come up for you to choose your George Brown College email address

✓ OK ✕ CANCEL

To

search People

all people groups

>> MY CONTACTS BY FIRST NAME ▾

a		
	<input type="text"/>	+
b		
		+
c		
		+
		+
		+
		+

contact notes

2. Click "OK" when completed

✓ OK ✕ CANCEL

1. Type your George Brown College email address in here

To youremail@georgebrown.ca

search People

all people groups

» MY CONTACTS BY FIRST NAME ▾

a	<input type="text"/>	+
b		+
c		+
		+
		+
		+
		+
		+

contact notes

You will then need to select what to do with the email:

New Inbox Rule - Mozilla Firefox

https://mail.georgebrown.ca/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=5&ReturnObjectType=1

new inbox rule Help

Apply this rule...

Name:

Sent to 'youremail@georgebrown.ca'

*When the message arrives, and:

It was sent to... 'youremail@georgebrown.ca'

Do the following:

Redirect the message to... *Select people...

- 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...

save cancel

Select "Redirect the message to"

2. Select "OK"

✓ OK ✕ CANCEL

1. Enter your personal email address that you wish to have the mail forwarded to

To youremail@gmail.com







search People

all people groups

>>

MY CONTACTS

BY FIRST NAME ▾

a		
	<input type="text"/>	+
b		
		+
c		
		+
		+
		+
		+



contact notes

Save the new inbox rule you have just created

A screenshot of a web browser window titled "New Inbox Rule - Mozilla Firefox". The address bar shows the URL "https://mail.georgebrown.ca/ecp/RulesEditor/NewInboxRule.aspx?pwmcid=5&ReturnObjectType=1". The main content area is titled "new inbox rule" and contains a form for creating an inbox rule. The form has three main sections: "Apply this rule...", "*When the message arrives, and:", and "Do the following:". The "Apply this rule..." section has a "Name:" label and a text input field containing "Sent to 'youremail@georgebrown.ca'". The "*When the message arrives, and:" section has a dropdown menu with "It was sent to..." selected and a text input field containing "'youremail@georgebrown.ca'". The "Do the following:" section has a dropdown menu with "Redirect the message to..." selected and a text input field containing "'youremail@gmail.com'". There is a "More options..." link on the left. At the bottom right, there are "save" and "cancel" buttons. A green callout box points to the "save" button with the text "Click on 'Save' to complete your rule".

Your George Brown College emails will now be forwarded based on the rule you created.