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
In the top right corner of your screen, click on the settings icon 🛠️, and then click “Options”.
Click on “organize email”
Create a new rule for arriving messages:

1. Click on the + sign, and select "Create a new rule for arriving messages".
2. Choose an option such as "Move messages from someone to a folder".
A new window will pop up to create a new inbox rule for incoming messages:

Create name for rule ie. “Forward email”
When the message arrives, and: > it was sent to
New window will come up for you to choose your George Brown College email address.
1. Type your George Brown College email address in here

To: youremail@georgebrown.ca

2. Click “OK” when completed
You will then need to select what to do with the email:

Select “Redirect the message to”
1. Enter your personal email address that you wish to have the mail forwarded to

To youremail@gmail.com

2. Select “OK”
Save the new inbox rule you have just created

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