Forwarding your CCBC E-mail

1. Log in to your CCBC student e-mail account:
   a. www.ccbcmd.edu > myCCBC > Student email
   b. Login

2. Click on the SETTINGS Cog Icon:
3. Click on OPTIONS:

![Options menu in Outlook](image1)

4. Click on FORWARD YOUR EMAIL:

![Forwarding options](image2)

5. Complete the FORWARDING section by entering the e-mail you use most regularly that you would like your e-mails to be forwarded to:

![Forwarding settings](image3)