

How to forward your BCC STUDENT Email to your own personal email

1. Sign on to your BCC email account (If you don't know how to do this, just sign open the BCC home page (www.broward.edu) and click Student email and follow the directions. Everyone registered as a student at BCC has a BCC email address whether you know it or not.
2. Towards the top of the screen on the right hand side, there will be "OPTIONS." Click on it.
3. Then towards the top of the page to the left hand side, you will see "MAILBOX MANAGEMENT." Click on that.
4. You will then see the option to ENABLE on the left side, put "YES"
5. Beneath it there will be the option to KEEP COPY. This is optional, if you wish to keep a copy in your BCC email for whatever reason. Click "YES" or "NO," whichever you prefer.
6. Under that you will see the option FORWARD TO: enter the email you would like to forward your BCC email to. Please make sure that it is spelled correctly .
7. You can also choose to put a response message such as "This message has been forwarded to my home account" and write your home email address there, or " I have received your message and will respond..." or whatever you would like or none at all.
8. Lastly, you can add a signature if you wish. Please be sure to put your whole name (Since teachers may send you things and may not know your real. name). You may also put other information where they can reach you if you choose.
9. Please be sure to change this when your own personal email changes.

Most importantly, you need to check your email often. Many teachers send you email to your BCC address, which could consist of awards notifications, deadlines, financial aid status, cancelled classes, etc. If you do not check your BCC mail often, you may lose a lot of opportunities, money, or time. If you set up the forwarding account, you eliminate the need to check your BCC email, as it will be automatically forwarded to your home account, and you as long as you check your HOME email often, you will never miss out again! Please be a helpful student, and pass this word along.

Thank you!