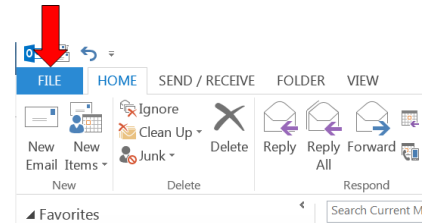


Automatic Forwarding BC Outlook Email to Text or Other Email for Faculty and Staff

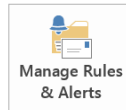
To automatically forward emails from BC Outlook, open Outlook with your BC account from a desktop computer or laptop computer.

Select FILE in the upper left corner.



The “Account Information” screen opens.

Towards the bottom of that screen...

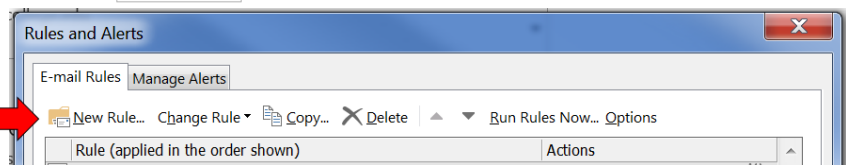


Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Click on Manage Rules and Alerts.

A new Rules and Alerts window will open.



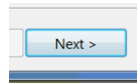
Click on “New Rule...”

A new Rules Wizard window will open.

Click on “Apply rule on messages I receive”



Then, at the bottom of the Rules Wizard window, click on Next > button.



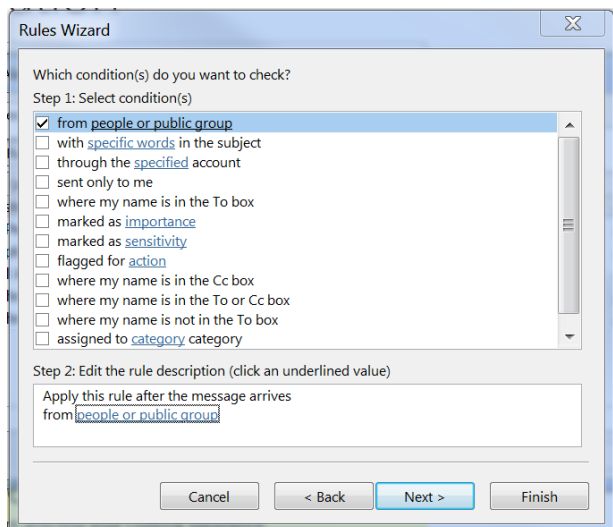
The Rules Wizard now asks “Which condition(s) do you want to check?”

For Step 1: Select condition(s)

If you want to specify a person or group from the BC email directory. Click on the box in front of “From people or public group”. **Leave unchecked to have all emails forwarded.**

Only click on “people or public group” in step 2, if you are forwarding emails from a specific person or group.

Click on the Next > button



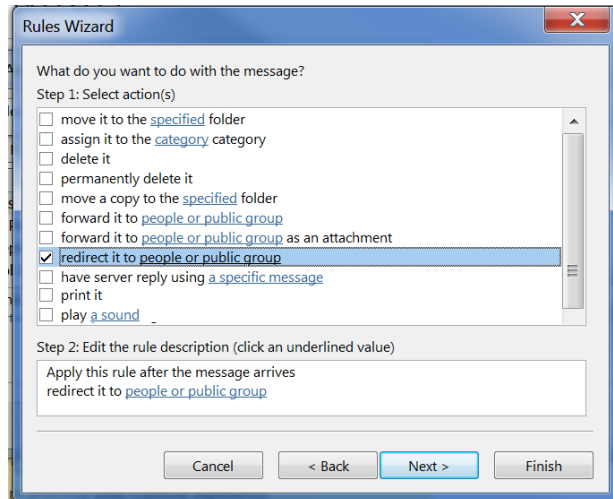
The Rules Wizard now asks “What do you want to do with the message?”

Step 1: Click on the box in front of “Redirect it to people or public group”

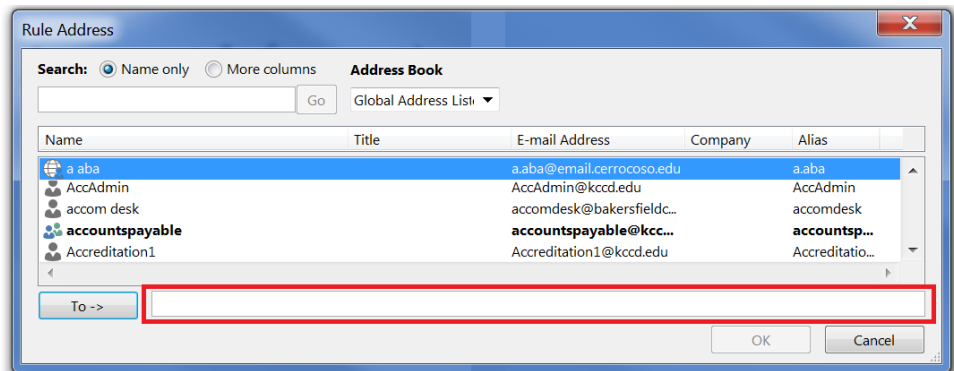
Note: If you select forward instead of redirect, your phone text program may only show the address of the email and not the contents of the email.

Step 2: In the bottom field click on the underlined blue text “people or public group”

This will open the Rule Address window, which may look like the BC Global Address List.



In the bottom field (outlined in red in the picture below) to the right of the “To ->” button, type in either your email address or phone SMS address to where you want your emails forwarded. Then click “OK”.



Lastly, click the Finish button in the Rules Wizard. Then the OK button in the Rules and Alerts window.

How to enter your phone text SMS address...

Enter your phone number with the area code with no dashes followed by “@” and your phone company address, like 7771234567@messaging.sprintpcs.com if you your phone number is 777-123-4567 and your phone company is Sprint.

Here is a list of common phone company SMS addresses, or see more at www.emailtextmessages.com

Boost Mobile	@bplmobile.com	T-Mobile	@tmomail.net
Cellular One	@mobile.celloneusa.com	Sprint	@messaging.sprintpcs.com
Comcast	@comcastpcs.textmsg.com	US Cellular	@email.uscc.net
Metro PCS	@mymetropcs.com	Verizon	@vtext.com
Nextel	@messaging.nextel.com	Virgin Mobile	@vmobl.com

Emails forwarded as text messages may only have the first 256 characters appear, depending on your cell phone. Text message rates for your phone company will apply based on your phone plan.

If you want to stop forwarding, go back to “Manage Rules and Alerts” and uncheck the box in front of the rule you created. If you change your email, phone number or phone company, double click on the rule you created to edit it.