Forwarding myLC emails

Instructions to forward myLC emails to a personal email account. You will need to create a RULE in your myLC account in order to take advantage of this option.

1. Log in to your myLC email account using the username and password given to you by Admissions & Records.
2. You will see a menu on the left side. Click on Rules on the lower left on that menu.
3. Click on New… on the top toolbar. This will open the screen below:

4. On this screen, enter Forward Emails as the Rule Name.
5. Select Forward it to and enter the email address you want to forward your emails to.
   a. Under that, select where you want to keep a copy of the emails in your Inbox or not.
   b. If you don’t, you will see the forwarded email in your personal email account but it will not appear in your myLC email account.
   c. If you do keep a copy in your Inbox, please note that you will still need to log in to your myLC email account and clean out your inbox. Otherwise it will become full and result in your account being closed, meaning you will not receive any new emails.