

# Using Microsoft Outlook Web Access (OWA)

## Forwarding MyLC e-mail to a personal account such as Yahoo!, Gmail, Hotmail, etc.

1. Login to your myLC email account.
2. You will need to create a **RULE** to have your myLC e-mail sent to a personal e-mail account. On the lower left click on the **RULE** icon; this will open up the screen below.

Rule Name (optional) Forward Emails

When a message arrives

Where the

From field contains instructor@lee.edu

Subject contains

Importance is Any

Sent to

People or Distribution List

Or is  Sent only to me

Then

Move it to the [specified](#) folder

Copy it to the [specified](#) folder

Delete it

Forward it to youremail@somewhere.com

Keep a copy in my Inbox

myLC Helpdesk - 281.425.myLC (6952)