## Forward myBlackHawk email to Outlook email

Black Hawk College creates two email accounts for all employees, a myBlackHawk account and an Outlook account. Outlook is the primary email tool used to communicate with faculty and staff at BHC. If you do not have an Outlook e-mail address, please ask your supervisor about

requesting one. We strongly recommend that you forward your myBlackHawk email to your Outlook Inbox (so that you only have one Inbox to check). Students may follow these same examples to forward their email to the one of their choosing. Follow these instructions: Log into myBlackHawk (log in details): https://myblackhawk.bhc.edu 1. My Calendar ☑ My Mail 2. Click the "My Mail" button to the top right. Q Search mail 0 G Suite Settings 3. Click the Gear/Cog Wheel & then "Settings" link. General Labels Accounts Filters and Blocked Address Display density Configure inbox Tip: You can also forward only some of your mail by creating a fifter Click "Forwarding and POP/IMAP" 4. 1. Status: POP is enabled for all mail that has a Settings Enable POP for all mail (even mail that's alrea Enable POP for mail that arrives from now on Send feedback Click "Add a forwarding address" button. 2. When messages are accessed with POP keep Black Hawk College Mail's Help × Type your email address. Add a forwarding address Click "Next" Please enter a new forwarding email address: 7. Next Cancel Confirm forwarding address Forwarding mail to Username@123.xyz 8. Click Proceed Proceed 9. Click OK Add a forwarding address A confirmation code has been sent to verify permission OK 10. Check your email account's Inbox/Spam/Junk\* folders you are forwarding to for a message from: "Black Hawk College Team" 11 Open that message & write down the confirmation code. 12. Go back to your myBlackHawk email. General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips Forwarding: Add a forwarding address Learn more Click in the Verify field and type the 13. confirmation code, then click "Verify" Verify: Username@123.xyz confirmation code Verify Re-send email Remove add Forwarding: Disable forwarding 14. Be sure the "Forward a copy of incoming mail to [your Learn mor orward a copy of incoming mail to olsona@bhc.edu (in use) and email address]" button is selected. keep Black Hawk College Mail's copy in the Inbox 15. Scroll down and click "Save Changes" and "Sign Out."

> Save Changes Revised: September 2018

Tip: You can also forward only some of your mail by creating a filter!

Cancel

Add a forwarding address

\*Please add @mymail.bhc.edu to safe/allowed senders lists.