

Forward myBlackHawk email to Outlook email

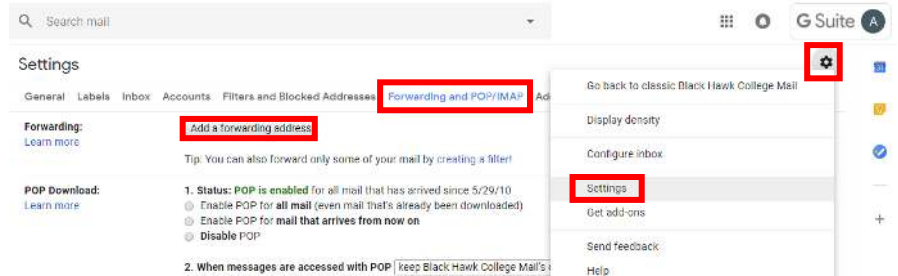
Black Hawk College creates two email accounts for all employees, a myBlackHawk account and an Outlook account. Outlook is the primary email tool used to communicate with faculty and staff at BHC. If you do not have an Outlook e-mail address, please ask your supervisor about requesting one. We strongly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

1. Log into myBlackHawk ([log in details](https://myblackhawk.bhc.edu)): <https://myblackhawk.bhc.edu>

2. Click the "My Mail" button to the top right.



3. Click the Gear/Cog Wheel & then "Settings" link.

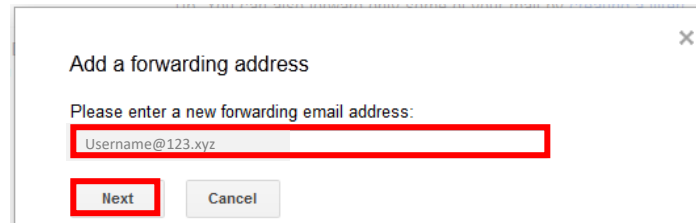


4. Click "Forwarding and POP/IMAP"

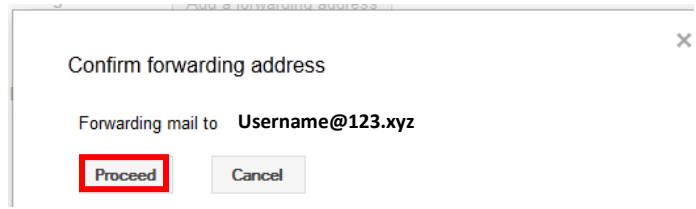
5. Click "Add a forwarding address" button.

6. Type your email address.

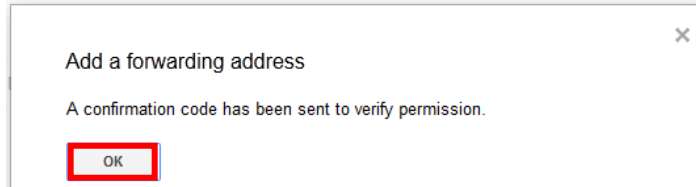
7. Click "Next"



8. Click Proceed



9. Click OK

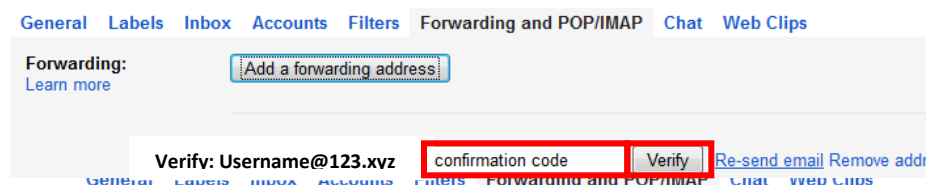


10. Check your email account's Inbox/Spam/Junk* folders you are forwarding to for a message from: "Black Hawk College Team"

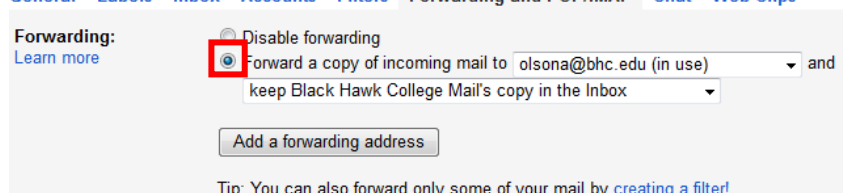
11. Open that message & write down the confirmation code.

12. Go back to your myBlackHawk email.

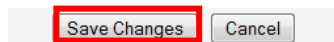
13. Click in the Verify field and type the confirmation code, then click "Verify"



14. Be sure the "Forward a copy of incoming mail to [your email address]" button is selected.



15. Scroll down and click "Save Changes" and "Sign Out."



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