## Instructions for forwarding your @my.bcit.ca email



1. Using your BCIT Student ID (A-number) and password, log on to your MyBCIT portal. Click on the e-mail link as indicated in the image below:

2. Once logged into your email, click on the Options tab, as indicated in the image below: Official communication regarding Admissions, Registration, Grades, Graduation, U-Pass BC and Financ Aid & Awards

You have no new messages from a total of 0 messages.

Welcome

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3. Within the Options tab, click on the "Settings" link:

4. Check the "Enable forwarding" box, enter your personal email (Gmail, Hotmail, etc.) and click "Add".

Global Mail Calendar I Ad	dress Book
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Personal mormation Settings	Click on the "Settings" link
Options - Mail Perso	onal Information
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Global Mail Calendar   Ad ersonal Information   Settings   Options - Mail Settin Deleting Messages from Folders: Sent Messages: Message Drafts: Reply quoting: Spell Check:	Idress Book Layout   Vacation Message   Mail Filters IGS : ● Move deleted messages to folder: Trash ▼ ■ Empty messages from this folder on logout. ● Mark messages as deleted ; Use Expunge to delete messages perman ■ Remove deleted messages from Inbox on logout. @ Save a copy of all sent messages in Folder: Sent ▼ Save message drafts in folder: Drafts ▼ @ Include the original message in reply
Global Mail Calendar   Ad ersonal Information   Settings   Options - Mail Settin Deleting Messages from Folders: Sent Messages: Message Drafts: Reply quoting: Spell Check:	Idress Book Layout   Vacation Message   Mail Filters  OS
Global Mail Calendar   Ad ersonal Information   Settings   Options - Mail Settin Deleting Messages from Folders: Sent Messages: Message Drafts: Reply quoting: Spell Check:	Idress Book Layout   Vacation Message   Mail Filters IQS :  Move deleted messages to folder: Trash  Empty messages from this folder on logout.  Mark messages as deleted ; Use Expunge to delete messages perman  Remove deleted messages from Inbox on logout.  Save a copy of all sent messages in Folder: Sent  Save message drafts in folder: Drafts  Include the original message in reply  Always spell check before sending a message
Global Mail Calendar   Ad ersonal Information   Settings   Options - Mail Settin Deleting Messages from Folders: Sent Messages: Message Drafts: Reply quoting: Spell Check: Mail Forwarding	Adress Book Layout   Vacation Message   Mail Filters  OGS
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Remove



