

How to Forward E-mail to a Personal E-mail Account

Log into your COB Web mail account:

- Go to the following Web site **www.cob.edu.bs**
- Click **WebMail: Students** in the left navigation menu
- On the Student Webmail log in page, enter your COB e-mail user name and password into the appropriate fields
- Click **Log On**.

You should now be logged in to your COB Web Mail account through Outlook Web Access.

- From the menu pane on the left side of the Outlook Web Access window, click **Rules**
- Choose **New** from the menu bar that appears across the top of the right pane
- Enter a **Rule Name** such as *"Forward Email to Hotmail"*
- Move down to the options labelled **Then** and select the **Foward it to** radio button
- In the text box at the right, type your personal e-mail address (the address to which you want to forward your COB e-mail messages)
*Ensure that **Keep a copy in my Inbox** is selected so that a copy of your messages remain in your COB Web Mail box. **Warning** - You should check your COB Mail box frequently to ensure that the box does not become full, which will cause you not to receive future e-mail messages. Faculty and Administration may prefer that you use your COB e-mail account.*
- Click **Save and Close** at the top of the window to close the Edit Rule dialogue box
- Click **Ok**
- Click **Save and Close** on the menu bar at the top of the right pane
- Click **Log Off** to exit your Web Mail box