

How to Use accessBCC Email

Forwarding Messages

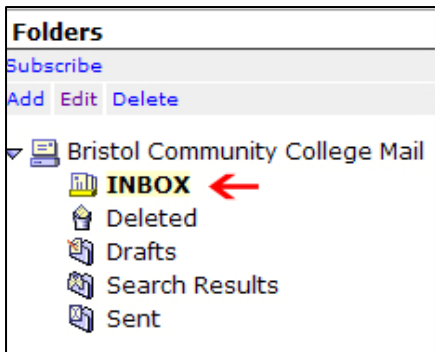
If you would like to send a copy of an email message you that have received to another email recipient, you can do so by forwarding the message.

To forward an e-mail message:

1. Login to your **My accessBCC** account.
2. Click on the email icon.



3. Click on the folder that contains email message you would like to forward.



4. Click the subject title to open the email message.



5. The email message will appear. Select **Forward**.



In the compose e-mail window;

6. Enter the **recipient's email address** in the To: text box area.
7. Enter a message in the message field area.
8. When you are ready, click **Send**.

Compose E-mail ? Help

Enter Recipients: Separate recipient names with commas.

To:

Cc: Bcc:

Enter Subject:

Enter Message:

Hi Susie,
Here is the assignment you were looking for today.
Your friend

>Hi Everyone,
>The assignment is attached to this message, please forward to those who
>did not receive the assignment in class.

Save a copy to the 'Sent' folder Add Signature Request Read Receipt

Attachments: forward.cpm

Your message will be forwarded along with any attachments to the specified recipient.