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**.

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