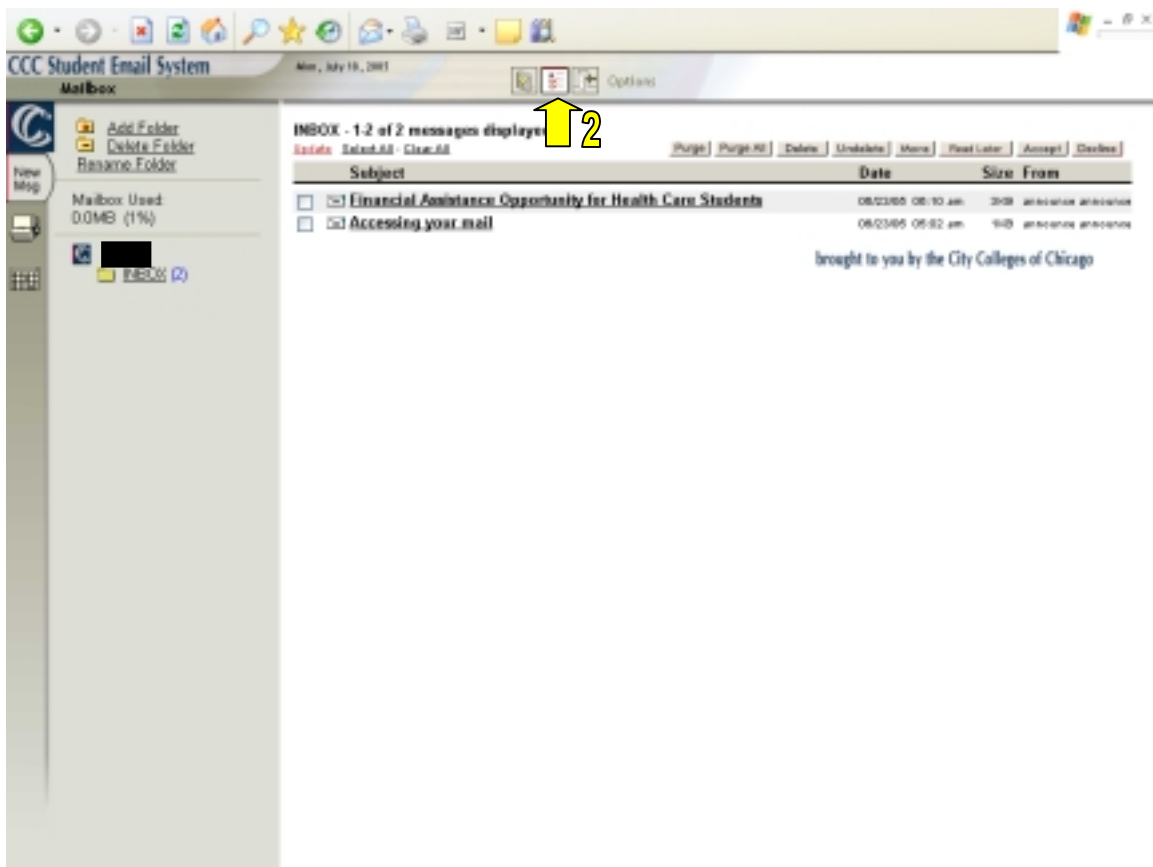


Forward Student Email to Personal Email Account

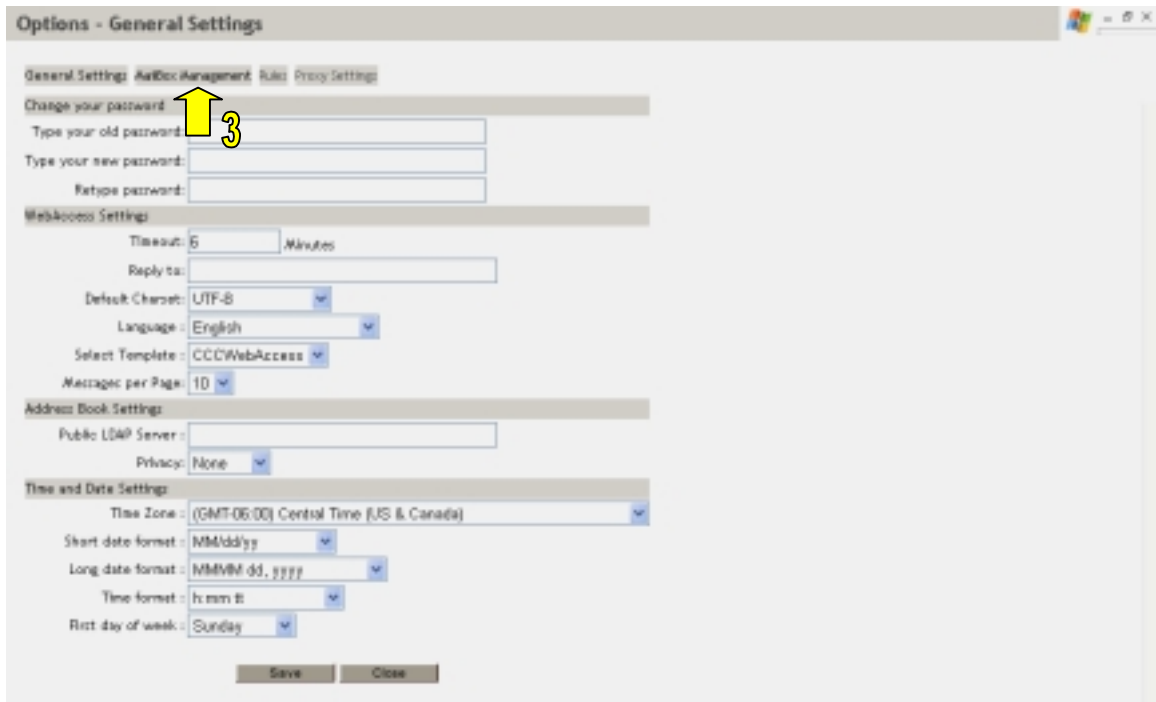
Q: How can I automatically forward my ccc.edu email to my regular email address?

A: You can forward the email you receive in your ccc.edu email address by following these simple steps.

1. Log into your student.ccc.edu email address.
2. Once you've logged in, click the **“Options”** button. The options button is the center of the three button choices at the top of the screen. (shown below)



3. On the options screen, click the **“MailBox Management”** tab, the 2nd tab from the left. (shown below)



4. On the Options – MailBox Management screen, under “Forward all new messages,” check “yes” instead of “no.”
5. In the “**Forward to:**” text box, type in the email address you wish to forward to. The email account could be your hotmail account, i.e., johndoe@hotmail.com

