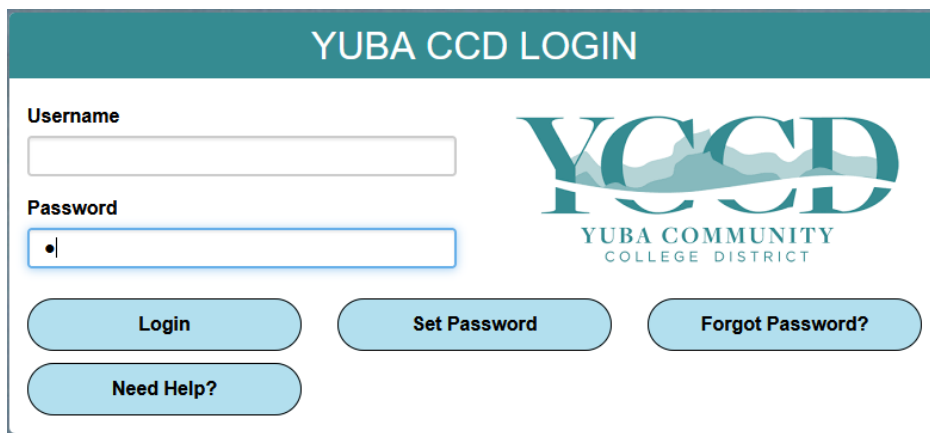


# How to forward your Yuba College email to your personal email

Don't miss important communications from Yuba College. Set up your campus email to forward to your personal email account by following these steps.

## 1. Set up and log in to your campus account

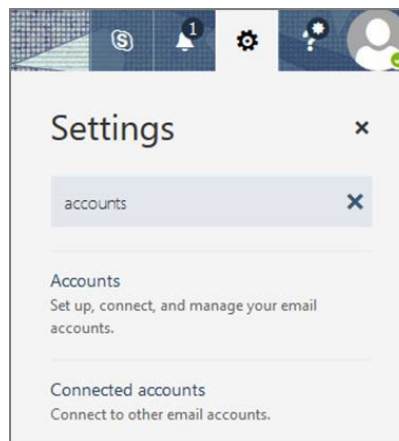
If you've never used your campus account before, go to [yc.yccd.edu/student/email](http://yc.yccd.edu/student/email) and follow the instructions there to set it up. Then go to [www.outlook.com/yccd.edu](http://www.outlook.com/yccd.edu). You should see a screen that looks like this:



Type your campus email address and password into the fields. Your campus email address is the first letter of your last name, followed by our student ID number, followed by @go.yccd.edu. For example, if your name is Luke Skywalker, and your Yuba College ID number is 1234567, then your campus email address is s1234567@go.yccd.edu. Your password is the one you set up earlier; it's the same as your Webadvisor password. If you have any problems with this step, there is support information at [yc.yccd.edu/student/email](http://yc.yccd.edu/student/email)

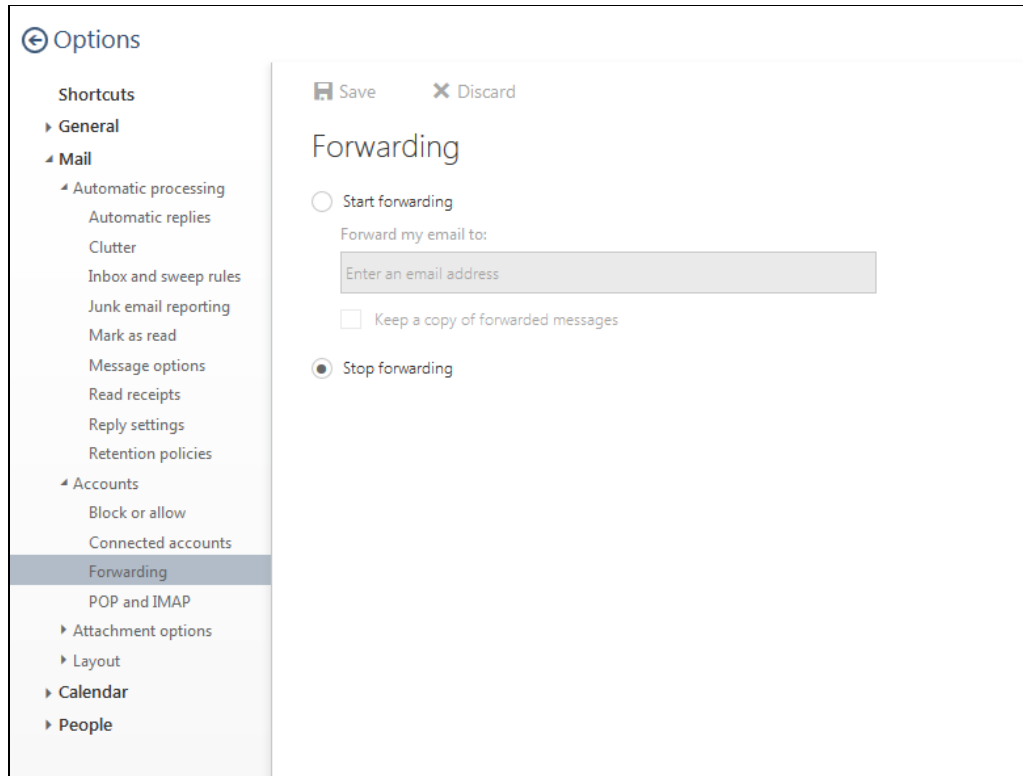
## 2. Go to the Options screen

Once you've logged in, you'll see your inbox. At the top right corner you should see a gear-shaped icon. Click on it and in the search box type *accounts*. Then click on the option for Accounts. This will bring you to the Accounts options screen.



### 3. Set up a forwarding address

From the options screen, click the option for Forwarding in the left-hand menu list.



Click “Enable Forwarding” and enter the personal email address where you would like to receive college email.

*Note:* If you check “Keep a copy of forwarded messages,” then mail sent to your campus account is sent to your forwarding address and is also saved in your campus account. If you uncheck the box, all your forwarded emails are deleted from your campus account after being forwarded. To avoid this, keep copies of forwarded messages as backups. Your campus account comes with around 50 gigabytes of storage, and it takes about 100,000 emails to fill that much space, so you aren’t going to run out of space any time soon.

Click “Save.” Now all the email sent to your campus account will automatically go to your personal email account.

*Contributed by Trisdan Leyson. Adapted by the SCC Library and the WLDC from <http://tsleyson.github.io/WLDC-email-forward/Tutorial.xhtml>*



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