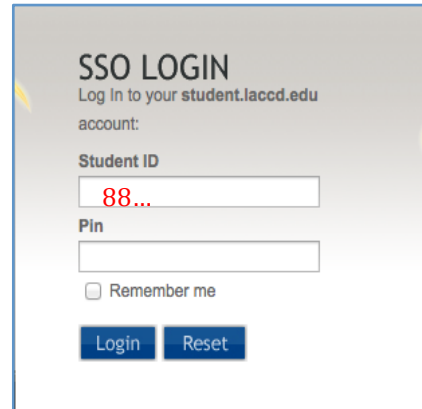


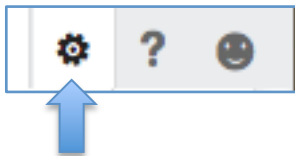
Forwarding email from LACCD.edu to Your Personal email Account

1.- Log into your Student email Account. <http://student.laccd.edu/sso/>

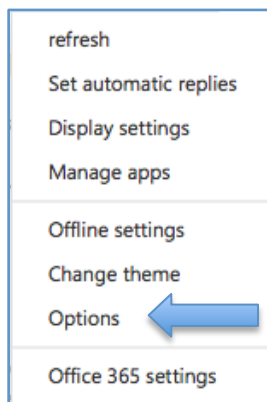
2.- Enter Student ID (88..), Pin: SIS password (Student Information System). Click Login.



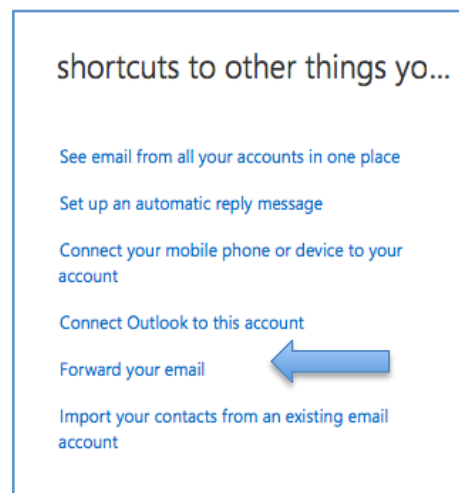
3.- Once you are logged into your email. Go to the Top Right side of the screen and click on the settings symbol that looks like a gear:



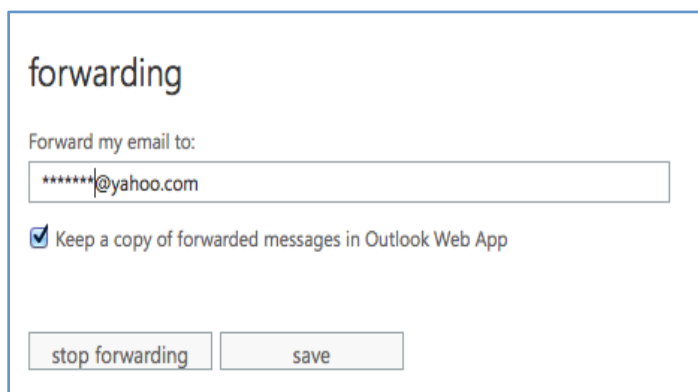
4.- On this menu select **Options**



5.- This is your Account menu. On the Right side you will see shortcuts to other things you can do. Please click on **Forward your email**



6.-Next you will see an area that is called Connected accounts and below it you will find the **forwarding Area**



Forward my email to: **Type your Personal email address.**

Check the box for Keep a copy of forwarded messages in Outlook Web App.

Click **Save**.

Your email will begin forwarding immediately to your personal email account.