H o w   t o   f o r w a r d   y o u r   Y u b a   C o l l e g e   e m a i l   t o   y o u r   p e r s o n a l   e m a i l

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.aspx and follow the instructions there to set it up. Then go to www.outlook.com/yccd.edu. You should see a screen that looks like this:
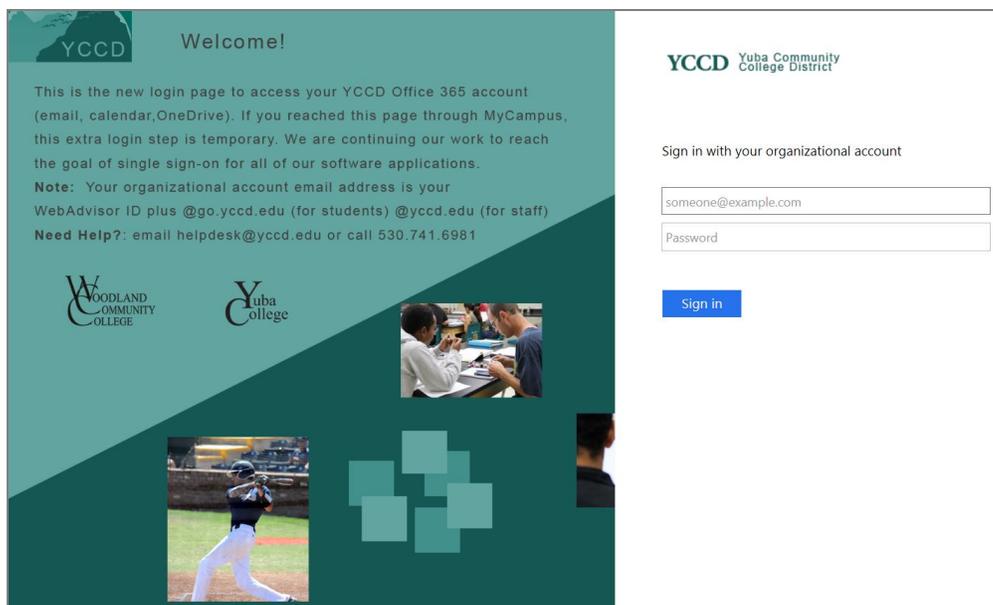

Type your campus email address and password into the fields. Your campus email address is the first letter of your last name, followed by your student ID number, followed by @go.yccd.edu. For example, if your name is Luke Skywalker, and your Yuba College ID number is 1234567, then your campus email address 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.aspx.

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.
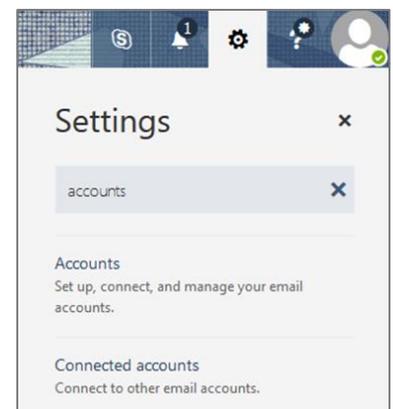
3. Set up a forwarding address

From the options screen, click the option for Forwarding in the left-hand menu list.
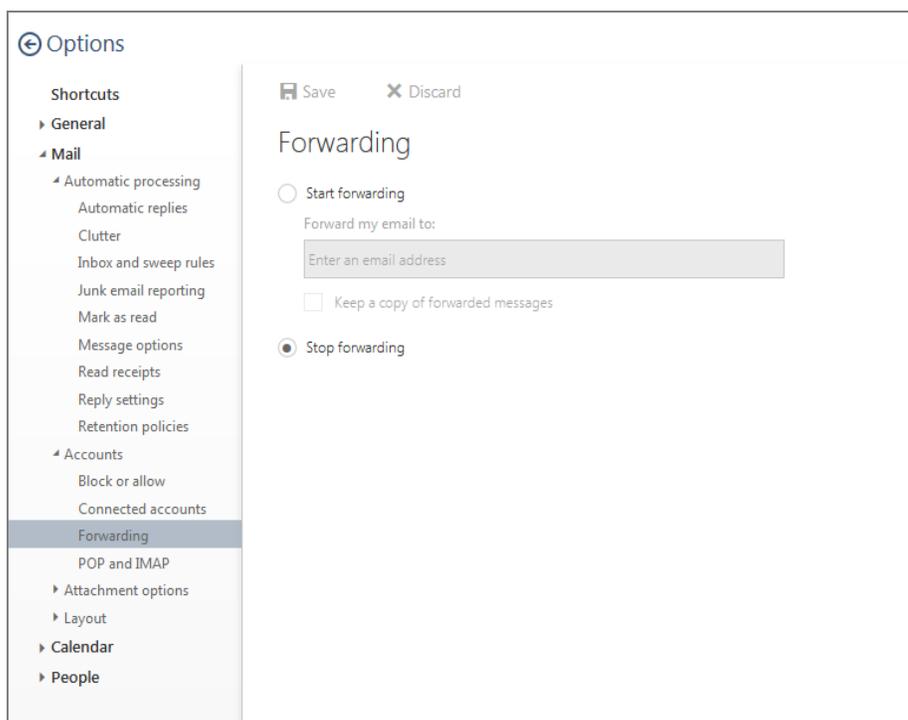
Click "Start Forwarding" and enter the personal email address where you would like to receive college email.

Note: If you check "Keep a copy of forwarded messages," then mail sent to your campus account is sent to your forwarding address, but 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. It is recommended that you 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.

Adapted from http://tsleyson.github.io/WLDC-email-forward/Tutorial.xhtml by SCC Library and WLDC.