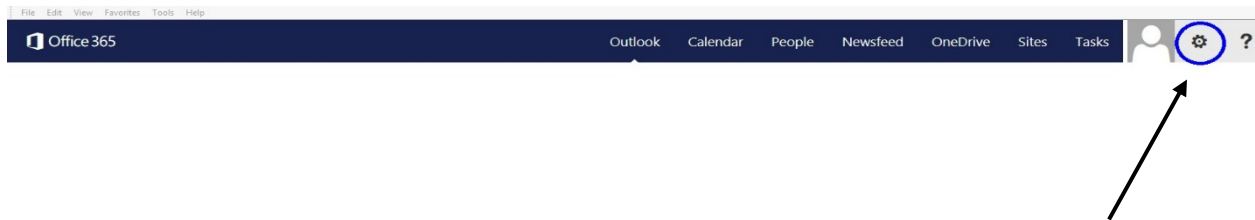
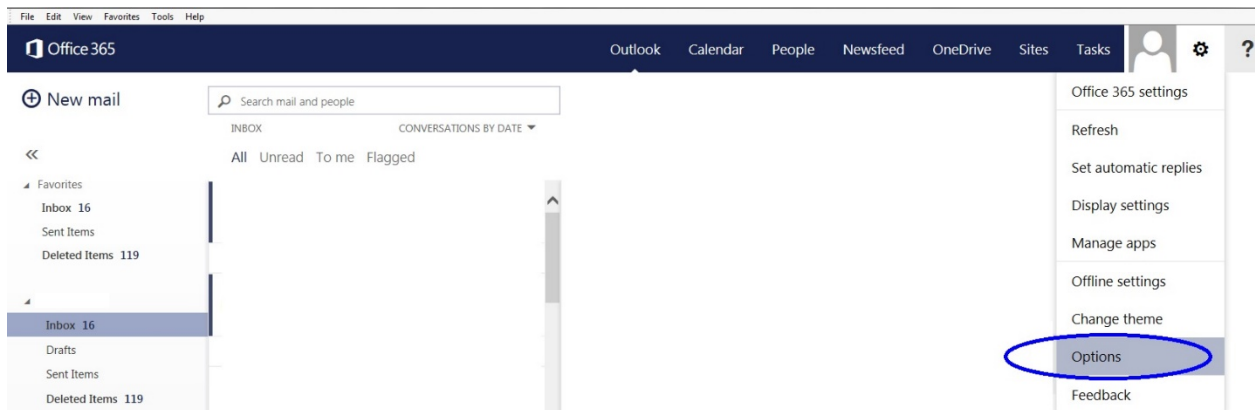


Forwarding your SSCC Office 365 student email (MyMail) to an alternate email account

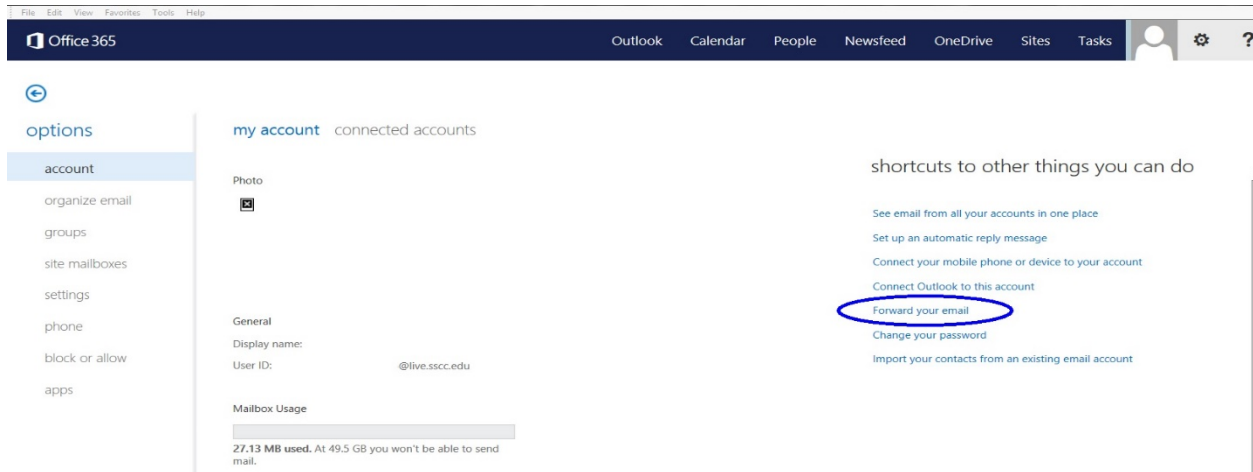
- In order to forward your SSCC Office 365 student email (MyMail) to another email account, like Yahoo! Mail or Gmail, you will need to log into your SSCC Office 365 student email account (MyMail) and click on the **settings menu** located in the top right corner of the screen.



- From there, you will need to select **Options** from the drop down menu.



- After you are in the Options menu, you will need to click on **Forward your email** on the right side of the screen.



- On the bottom half of the screen, you will see **forwarding**. This is where you will need to put the email address you wish to forward your SSCC Office 365 student email to. For instance, a student named Mike with a Gmail account: *mike1234@gmail.com* would put that email address in this area so he could receive his SSCC email when he log into his Gmail account.

Please note: If you would like to keep a copy of the forwarded messages in your SSCC Office 365 student email account, leave the checkbox located underneath the input box checked.

File Edit View Favorites Tools Help

Office 365 Outlook Calendar People Newsfeed OneDrive Sites Tasks

options

account

- organize email
- groups
- site mailboxes
- settings
- phone
- block or allow
- apps

my account **connected accounts**

If you have multiple email accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

Account Name	Status	Action
There are no items to show in this view.		

forwarding

Forward my email to:

Keep a copy of forwarded messages in Outlook Web App

start forwarding

- From there, you will just need to click **start forwarding** and you will begin seeing your SSCC student email in whatever email account you chose to forward it to.

File Edit View Favorites Tools Help

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Keep a copy of forwarded messages in Outlook Web App

start forwarding

If you have any questions concerning the steps listed in this document, please call the SSCC Tech Support at 937-393-3431 Ext. 2800 or email us at techsupport@sscc.edu