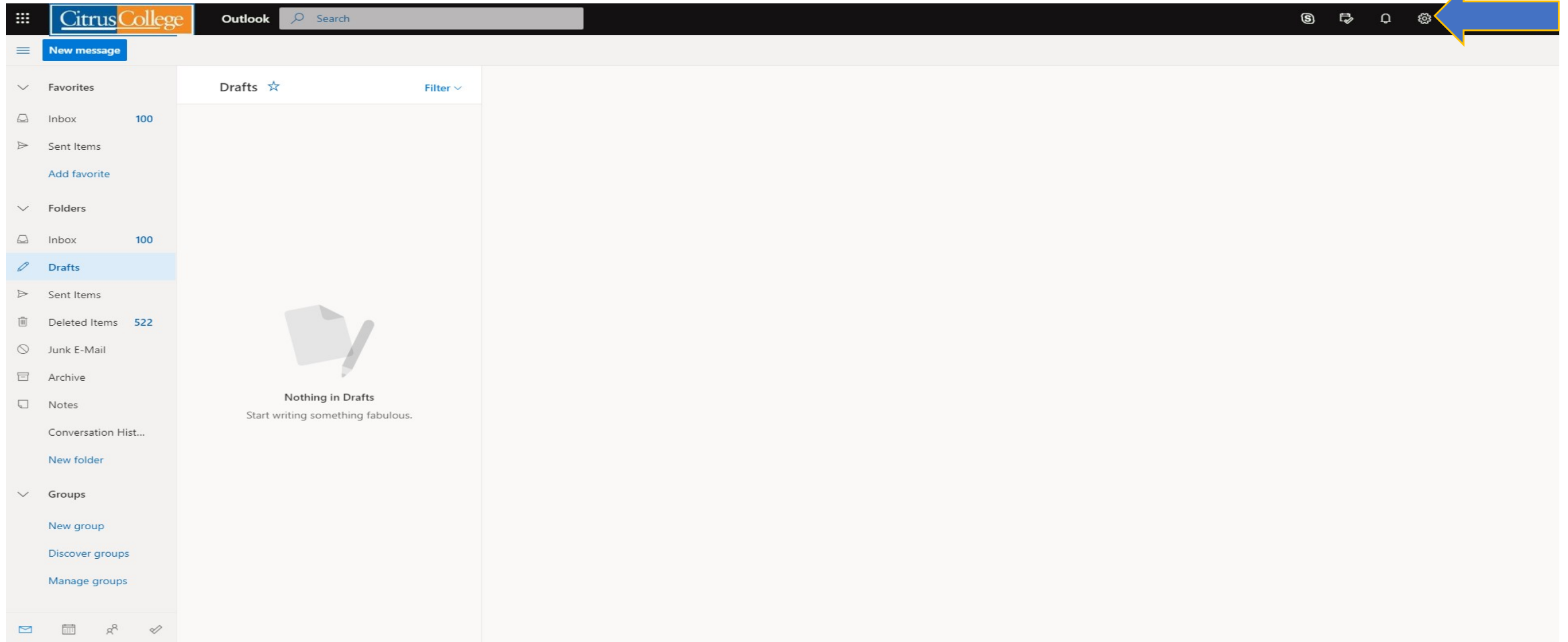


How to forward your student email to your personal email.



First, Log into your student email account. Then click on your settings icon in the upper right hand corner.

The screenshot shows the Microsoft Outlook web interface. At the top left, the Citrus College logo is visible next to the Outlook search bar. The left-hand navigation pane shows the 'Drafts' folder selected, with a message count of 0. The main content area displays 'Nothing in Drafts' with a pencil icon and the text 'Start writing something fabulous.' On the right side, the 'Settings' pane is open, showing various options like Theme, Dark mode, Focused Inbox, Desktop notifications, Display density, Conversation view, and Reading pane. A blue arrow points to the 'View all Outlook settings' link at the bottom of the Settings pane.

Next, click on “View all Outlook settings” located in the bottom right hand corner.

The screenshot shows the Outlook interface with the Settings pane open. The 'Mail' category is selected in the left sidebar. The 'Layout' sub-category is selected in the middle pane, and the 'Forwarding' sub-category is selected in the right pane. Three blue arrows with yellow outlines point to the 'Mail' category, the 'Layout' sub-category, and the 'Forwarding' sub-category respectively. The 'Forwarding' settings are currently empty.

Settings

Search settings

- General
- Mail**
- Calendar
- People
- View quick settings

Layout

- Compose and reply
- Attachments
- Rules
- Sweep
- Junk email
- Customize actions
- Sync email
- Message handling
- Forwarding**
- Automatic replies
- Retention policies
- S/MIME
- Groups

Forwarding

Focused Inbox

Do you want Outlook to sort your email to help you focus on what matters most?

Sort messages into Focused and Other

Don't sort my messages

Message height

Choose the height of each message in the message list.

Full

Medium

Compact

Message organization

How do you want your messages to be organized?

Show email grouped by conversation

Show email as individual messages

How do you want messages in your conversations to be displayed?

Newest messages on top

Newest messages on the bottom

Next, click on Mail, Layout, and Forwarding.

The screenshot shows the Outlook interface with the 'Settings' pane open. The 'Mail' category is selected, and the 'Forwarding' section is expanded. The 'Forwarding' settings are as follows:

- Enable forwarding:
- Forward my email to:
- Keep a copy of forwarded messages:

At the bottom of the settings pane, there are 'Save' and 'Discard' buttons.

Click on “Enable forwarding”, then enter the email address you would like your student emails forwarded to. Click on “Keep a copy of forwarded messages” and then click “Save”.