

# HOW TO SET UP EMAIL FORWARDING

1. Go to the Los Angeles Pierce College main webpage at [www.piercecollege.edu](http://www.piercecollege.edu). Click on Email.



2. Type in your student I.D. number and password to sign in.



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To meet with an online tutor, click on the "Online Tutoring" button or visit the Learning Resource Center for in-person tutoring.

Sign in with your organizational account

Sign in

1st time signing in? [Click here.](#)

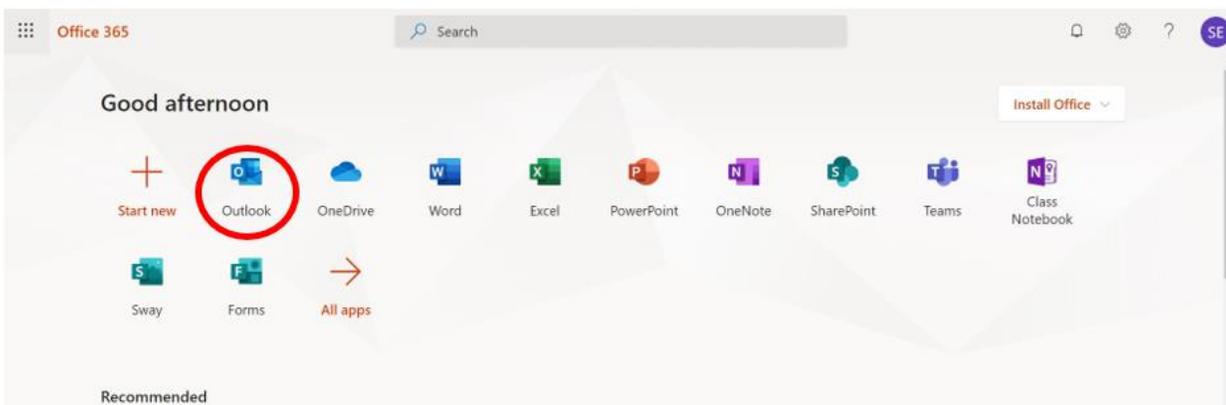
Forget your password? [Click here.](#)

New Microsoft forget your password? [Click here.](#)

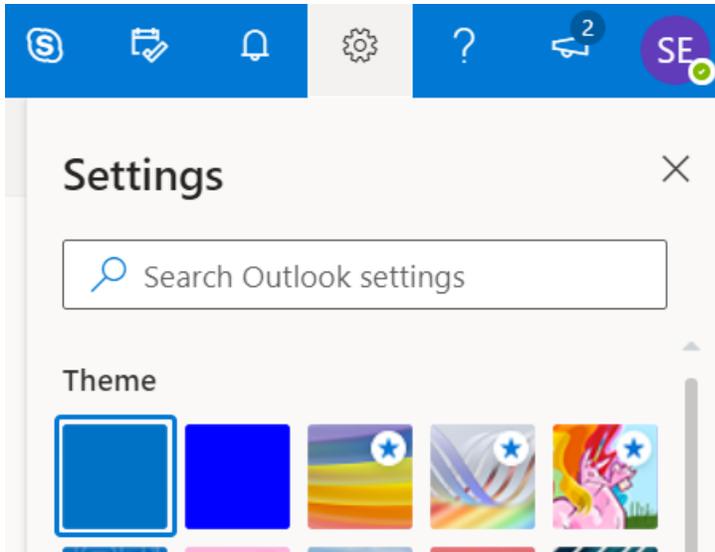
- Note your student email address ending with '@student.laccd.edu' at the top of this window. Please write this address down in case you need to reset your password in the future. You can choose Yes to stay signed in or No if it is a shared computer.



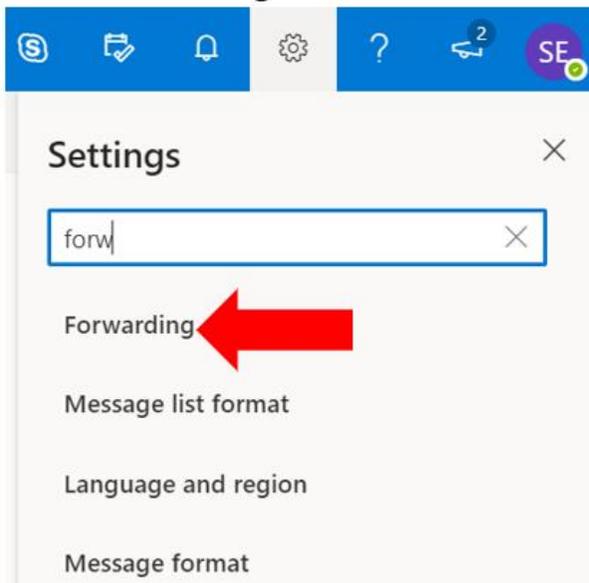
If you see this screen below, click on the Outlook icon



4. To set up email forward, click on the settings cog wheel in the upper right corner.



5. Start typing the word 'forwarding' in the 'Search Outlook settings' box. Click on the word 'Forwarding' in the list below the box.



6. Click on the box to put a check mark next to 'enable forwarding'. Type the email address that you would like your student email to be forwarded to. Click on the Save button.

## Forwarding

You can forward your email to another account.

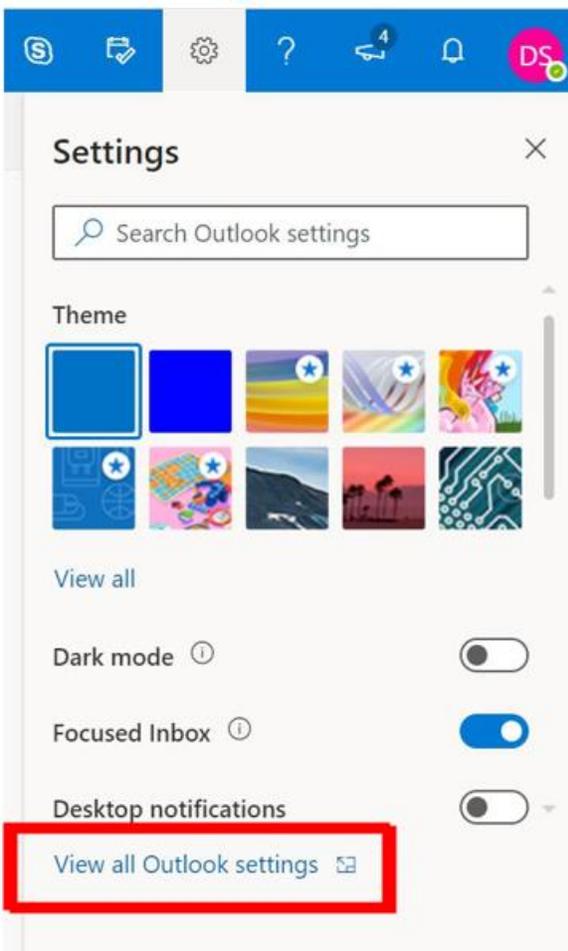
Enable forwarding

Forward my email to:

Enter an email address

Keep a copy of forwarded messages

7. If typing in the word 'forwarding' does not bring up that option, click on [View all Outlook settings](#) at the bottom.



8. Click on the word Mail to the left, click on the word Forwarding at the list to the right of that. Click on the box next to Enable forwarding so you see a blue check mark. Type in your email address in the box under Forward my email to: Be sure to click on Save.

