

How to Forward Your *my.smccd.edu* Email to Another Email Address

Your teacher and Skyline College will use your **my.smccd.edu** email account to share information with you. If you don't check that email, you will miss important news. If you don't want to check your **my.smccd.edu** account, and you would rather use an email account such as hotmail, yahoo, gmail, or another, please take a few minutes to set up forwarding for your **my.smccd.edu** email to your regular account. Follow these steps:

1. Go to Websmart at <https://websmart.smccd.edu/>
2. In your student account area, click on the link that says "New! Student Email"
3. Here, you may view your email address and password, and you may reset your password.
4. IMPORTANT: Open your **my.smccd.edu** email.

The screenshot shows the 'Settings' page for the email account 'lsippel@my.smccd.edu'. The browser address bar shows 'http://mail.google.com/a/my.smccd.edu/#settings/fwdandpop'. The page has several tabs: 'General', 'Accounts', 'Labels', 'Filters', 'Forwarding and POP/IMAP', and 'Chat'. The 'Forwarding and POP/IMAP' tab is selected. Under the 'Forwarding' section, the 'Forward a copy of incoming mail to' option is selected, with the email address 'lsippel@smccd.edu' entered. A dropdown menu is set to 'keep Skyline, Cañada and College of San Mateo Mail's copy in the Inbox'. A tip below says 'You can also forward only some of your mail by creating a filter!'. Under 'POP Download', the status is 'POP is enabled'. Under 'IMAP Access', the status is 'IMAP is disabled'. At the bottom of the settings area are 'Save Changes' and 'Cancel' buttons. Numbered callouts point to these specific elements: 5. Click 'Settings' at the top of the page. 6. Click the 'Forwarding and POP/IMAP' tab. 7. Under Forwarding, click the 'Forward a copy of incoming mail' button. 8. Enter the email address you want to forward your email to. 9. Click 'Save Changes.'