

Forwarding School Email

Your professor wants to be able to email your entire class with any important information relating to your physics course.

If you do NOT regularly check your school email account, PLEASE have your school email account FORWARDED to your PERSONAL email account. The instructions below will guide you through the process.

- Go to the Saddleback College home page (www.saddleback.edu).
- Click on **MySite**.
- Enter your User ID and Password then click on Login.
- Click on **Email** (a tab at the top).
- Click on **Web Email** (in the upper left box)
- Enter your User ID and Password then click on Login.
- Click on **Options**.
- Click on **Settings**.
- Scroll down to **Mail Forwarding** and follow instructions.