

CURRENT E-MAIL LINKING/CONNECTION PROCEDURES

Students must use their **Saddleback College email address** to send or receive mail for the class. When e-mailing the instructor, include the words **ACCT 1A & class ticket #** in the subject field. If you choose to use your personal e-mail address to receive messages you must link/connect to your Saddleback College e-mail address. This can be accomplished by the following steps:

1. Sign in to your email account through; <https://www1.socccd.cc.ca.us/portal>
2. Click **Options**, click **See all Options**, click **Organize E-Mail**, click **Inbox Rules**
3. On the Inbox Rules tab, click **New**
4. Under **When the message arrives**, select **Apply to all messages**
5. Under **Do the following**, select **Redirect the message to**
6. Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to **doesn't** appear, you can enter **the e-mail address in the To field**
7. Click **OK** to save your selections and return to the new rule window
8. Click **Save** to save your rule and return to the Inbox Rules tab

For other questions about email, refer to: <http://www.socccd.edu/StudentEmail/faq.html>

Remember to include the words **ACCT 1A and class ticket #** as part of the subject field of your e-mail when corresponding with your instructor.