How to Forward Your Saddleback College E-mail To Your Personal E-mail Address

- Log onto the Saddleback College Web site at www.saddleback.edu
- Click MySite on the left of the screen.
- Enter your Student ID Number and PIN*, then click Login. (Can’t recall your PIN? See below.)
- Click My Information on the left of the screen.
- Click Change Address from the drop-down menu.
- At the bottom of the screen, the last box is labeled “Forward E-mails To.” Type in the e-mail address you would like your e-mails forwarded to.
- Click Update 2 TIMES.
- You will receive an e-mail requiring you to complete this procedure by clicking on a “Confirmation Link” at the bottom of that e-mail. Click on that link.
- Congratulations! You have successfully forwarded your Saddleback College e-mail.

Having Difficulty?

Contact the Student Email Assistance Hotline:

(949) 582-4363

Monday – Thursday 8:00am - 9:00pm
Friday 8:00am – 4:00pm
Saturdays 11:00am – 5:00pm