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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"** and **enter your Student ID Number and PIN**, then **click "Login"**

● **Click "My Information"**

● **Click "Update Profile"** at the bottom of the drop-down menu

● Under "Personal", **in the box labeled "Forward Emails To", type your personal email address**   (* Is your email already in the box? See below)

● **Click "Update"** at the bottom.

● **IMPORTANT! COMPLETE THE PROCEDURE**: You will receive an e-mail from "SC Admissions" requiring that you click on the confirmation link to complete this procedure. Open the email and click on the link. (If you don't see this email, be sure to look in your Junk/Spam folder.)

* If your correct email address is already in the box, delete it, click "Update" at the bottom, enter your correct email in the box, then complete the last two steps above.

Congratulations!

You have successfully forwarded your Saddleback College e-mail!

FROM THIS POINT ON, you will receive your college email in your personal email.
If you need a PREVIOUS email, ask a classmate to forward it to you.

A small number of students have computer compatibility issues.
If after following these instructions you don't receive future college emails,
*please contact **Student Technical Support for assistance at (949) 582-4363***
*or email them at **scstudenthelp@saddleback.edu** .*