

Forwarding Your SC Student E-mail To Your Personal E-mail Account

Missing out on class emails? Follow these instructions to start receiving class emails in your personal email Inbox!

- Log onto the Saddleback College Web site at www.saddleback.edu
- Click **MySite** (top right side – small print)
- Enter your **Student ID Number** and **PIN***, then **click Login**. (Can't recall your PIN? Try your birth Month & Year (example: August 14 = 0814.)
- Click **My Information**.
- Then Click **Change Address**
- **Scroll down to the “Personal” data field section** and in the box labeled **“Forward E-mails To”** type in the **e-mail address** where you would like your e-mails forwarded. (Or make changes if you have a new email address)
- **Click Update TWICE.**
- **TO COMPLETE THE PROCEDURE:** Go to your personal email account and open the email you've received from the Saddleback College Admissions & Records Office. **Click on the confirmation link** in this email to verify your forwarding address.

You must do this last step to complete the forwarding procedure. If you don't see this email in your personal account, check your Junk/Spam Folder.

- Congratulations! You have successfully forwarded your Saddleback College e-mail.

Please Note: You will only receive forwarded emails from this point on. If a previous email you missed is very important, ask a fellow classmate to forward it to you.

*** Didn't see the Confirmation email from SC?
Call the Student Technical Helpline at (949) 582-4363
and ask them to resend it to you!**