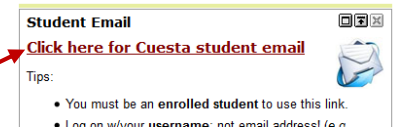# Student E-mail, Accessing & Forwarding

Access Cuesta E-mail

Note: Be sure to log out of any other Gmail accounts <u>before</u> attempting to log into your Cuesta student e-mail account.

1. Log into myCuesta.

2. Locate the **Student E-mail** channel on the on the Student tab.

3. Click the link, **Click here for Cuesta student email**.

4. Enter your myCuesta username and password and then click **Sign On**.
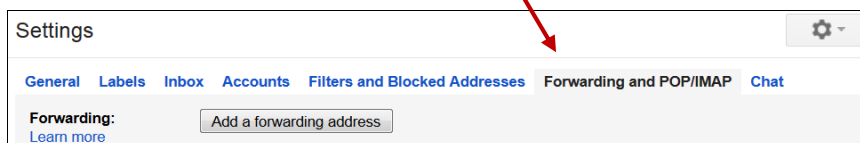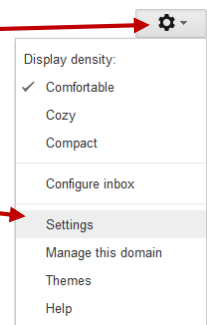
Forward Cuesta student e-mail

You can forward your Cuesta student e-mail to an existing personal e-mail address.

CAUTION!

- **Check your Junk folder** - Your e-mail provider may prevent the receipt of forwarded e-mail. Since you are responsible for regularly checking your Cuesta e-mail, forwarded e-mail that does not arrive in your personal e-mail account is **not a valid excuse** for missing critical e-mailed information.
- **Reply from your Cuesta account** – Replying from your personal e-mail account displays your personal address, not your "…cuesta.edu" address. Financial Aid will **not** reply to e-mail from a personal address.
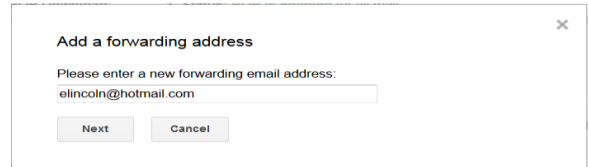
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1. Sign in to your Cuesta student e-mail.
   (See "Access Cuesta E-mail" above.)

2. At the Gmail screen, click the **Settings** icon located at the upper right-hand corner of the screen.

3. Click **Settings** from the drop down list.
   The Settings screen will appear.

4. Click the **Forwarding and POP/IMAP** tab at the top of the page.
   The Forwarding options will appear.
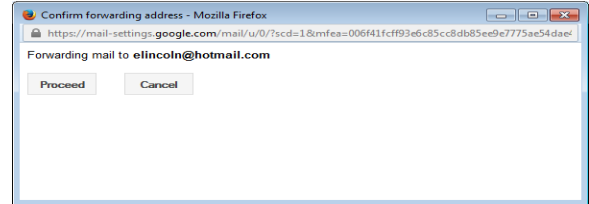
5. Click the **Add a forwarding address** button.

   The "Add a forwarding address" screen will appear.

6. Type the address to which you want your Cuesta student e-mail forwarded and then click **Next**.
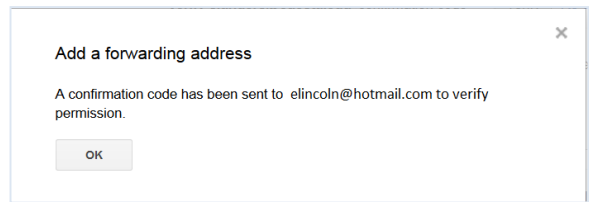
   A confirmation screen will appear.

7. Click **Proceed**.

   A message will appear, indicating that a confirmation code has been sent to your forwarded e-mail address.
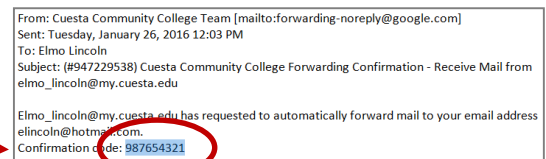
8. Click **OK**.

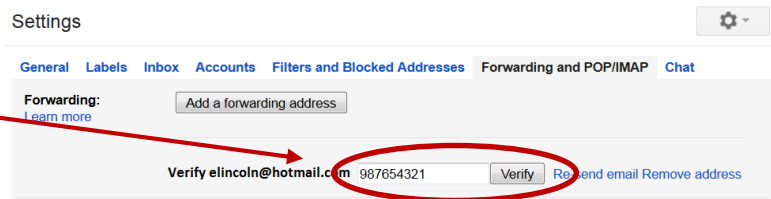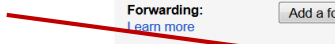9. Leave the Cuesta student e-mail Settings webpage **open**.

10. Log into your **personal** e-mail account and locate the confirmation e-mail.
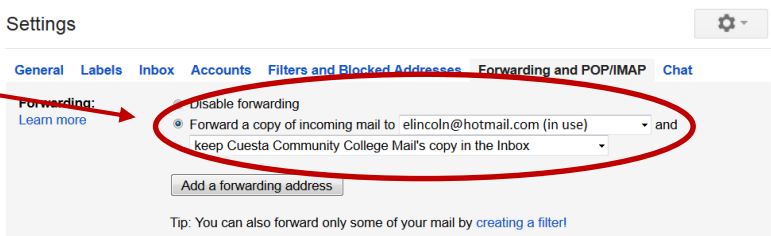
11. Copy the confirmation code.

12. Return to the **Cuesta** student e-mail Settings screen.

13. Enter the confirmation code in the verification field and then click **Verify**.

14. Click the radio button for "**Forward a copy**…", and select whether to keep or delete the original from the drop-down menu.
    Tip: Keep the original.

15. Click the **Save Changes** button near the bottom of the screen.

Help

For additional help, click the **Settings** button and then click **Help** from the drop-down menu.