myCuesta Student E-mail, Accessing & Forwarding

Accessing your myCuesta student E-mail

Please note: all official communications from Cuesta College will ONLY be sent to your myCuesta student email account. However, you can set up email forwarding from your myCuesta student email account to your personal email account by following the steps below:

- 1. Log into myCuesta portal.
- 2. Locate & click the **Cuesta E-mail** button under the **My Student Account** tile, in the Student Dashboard.
- 3. Then you should be brought to your myCuesta student email, which is a google created email.

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	Cuesta Email	6-i	Cuesta Connect	
	Student Profile	٦	View Grades	
¢	Change Major	<u></u>	Apply to Graduate	
٦	View Enrollment	ല	Official Transcript]

Forward your myCuesta student e-mail

You can forward your myCuesta 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.

1. Once logged into your myCuesta student email, clic located in the upper right-hand corner of the scree	k the Settings Gear icon n.	 Active 	~ 0 (;;)	Google
		Quic	k settings	×
2. Click See all settings from the list. The Settings scre	en will appear.	<	See all setting	s
3. Click the Forwarding and POP/IMAP tab at the top The Forwarding options will appear.	of the page.	Apps Chat Custe	in Gmail and Meet omize	• • •
Settings		Densi	ty	
General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/II	APAdd-ons Chat and Meet Advanced Offline	۲	Default	
Forwarding: Add a forwarding address		0	Comfortable	
Tip: You can also forward only some of your mail by creati	ig a filter!	0	Compact	

 Click the Add a forwarding address button. The "Add a forwarding address" screen will appear.

forwarded to, then hit Next.

Add a forwarding add	dress
Please enter a new forwarding emai	l address:
enter your p	ersonal email here
	Cancel

5. Type in the address you want your myCuesta student email

6. *A confirmation screen will appear.* Click **Proceed**.

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

Confirm forwarding address - Mozilla Firefox	
https://mail-settings.google.com/mail/u/0/?scd=1&mfea=006f41fcff93e6c85cc8db85ee9e77	75ae54dae4
Forwarding mail to end	
Add a forwarding address	×
A confirmation code has been sent to @hotmail.com to verify permission.	

From: Cuesta Community College Team [mailto:forwarding-noreply@google.com]

Subject: (#947229538) Cuesta Community College Forwarding Confirmation - Receive Mail from

@my.cuesta.edu has requested to automatically forward mail to your email address

8. Leave your myCuesta student e-mail Settings webpage open.

Open a new tab and navigate to your *personal* e-mail account and log in. Then locate the confirmation e-mail.

- 9. Copy the confirmation code from the email.
- 10. Return to your myCuesta student e-mail Settings screen.

Enter the confirmation code in the verification field and then click Verify .	Settings				\$‡ -
	General Labels Forwarding: Learn more	Inbox Accounts Add a forwar	Filters and Blocked Addresses	Forwarding and POP/IMAP	Chat
		Verify	@hotmail.com 987654321	Verify Re-send email Re	move address

Sent: Tuesday, January 26, 2016 12:03 PM

@my.cuesta.edu

@hotmail.com. Confirmation code 987654321

To:

11. Click the radio button for "Forward a copy...", and select whether to keep or delete the original from the dropdown menu. Settings

Tip: Keep the original.	General Labels	s Inbox Accoun	s Filters and Blocked Addresses	Forwarding and POP/IMAP	Chat		
	Forwarding: Learn more Disable forwarding Forward a copy of incoming mail to @hotmail.com (in use) keep Cuesta Community College Mail's copy in the Inbox						
		Add a forv	varding address				
		Tip: You can	also forward only some of your mail by	y creating a filter!			
12. Click the Save Changes button	Save Chang	ges near the	bottom of the screen ar	nd you are done!			