

## FORWARDING SCC EMAIL

To forward your SCC email to another email account, click the Settings button in top-right corner → and choose the **Mail** link.



On the left in the MAIL category under Accounts, click the link for **Forwarding** as shown below.

Options

SHORTCUTS

▶ GENERAL

▶ MAIL

▶ Automatic processing

Automatic replies

Clutter

Inbox rules

Junk email reporting

Mark as read

Message options

Read receipts

Retention policies

▶ Accounts

Block or allow

Connected accounts

**Forwarding**

POP and IMAP

▶ Layout

SAVE DISCARD

### Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages in Outlook Web App

Stop forwarding

It is strongly recommended that you get in the habit of checking your SCC email frequently instead of forwarding, however.

In the “**Forwarding**” page, click the “**Start forwarding**” option button, then enter your email address and click the **SAVE** button at the top. It is recommended that you keep a copy of forwarded message in the Outlook Web App to have one location where all SCC correspondence is located and can be referred back to.

You can also sync your mobile phone to this account. Go to **Settings** and **Options** similar to above. In the **MAIL** category, choose **POP and IMAP** for the settings you will need to input for your mobile device. Choose to add a new **Exchange Account** on your phone.

1. For email address and Domain\username, enter [xx#####@southeast.edu](mailto:xx#####@southeast.edu) (initials + ID [@southeast.edu](mailto:#####@southeast.edu)) and your SCC password.
2. For the exchange server, enter **outlook.office365.com**.
3. Check to use a secure connection (SSL).