DISCOVER

How to Forward College Email to your Personal Email Address

HOW:

1. Log into your College email at **https://outlook.office.com/owa/cayuga-cc.edu**

2. Click the **GEAR LOGO** (Settings) in the upper-right corner of the screen

3. Click **MAIL** near the bottom of the list under the Office 365 option

4. Click **MAIL > ACCOUNTS >FORWARDING** on the left-hand side of your screen (under Options)

5. Click the **START FORWARDING** button and enter your *personal* e-mail address in the text field

6. Click **SAVE**

IF YOU ARE EXPERIENCING DIFFICULTY, PLEASE CONTACT THE CAYUGA HELP DESK:

AUBURN CAMPUS   197 Franklin Street Auburn, NY 13021   Tel: (315) 294-8568
FULTON CAMPUS   11 River Glen Drive Fulton, NY 13069   Tel: (315) 294-8568
E-MAIL: helpdesk@cayuga-cc.edu

CAYUGA® COMMUNITY COLLEGE

SUNY