

Forwarding Student email to a **personal** email account (Gmail, Yahoo, Hotmail, etc.):

1. Make sure you are on the my.tvcc.cc website;
2. Under the *Quick Links* click Student Email.









Welcome to the MyTVCC!

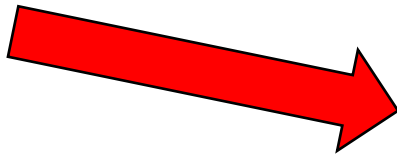
This portal environment is intended to serve as a "First Stop" resource for Students, Faculty and Staff. From here, you will have access to information about your courses, grades and other important campus information.

Students, Faculty & Staff:

Please use your TVCC Network Login information to gain full access to this system.

Quick Links

-  Course Search
-  Blackboard System
-  Net Partner
-  Student Email
-  Staff Email
-  TVCC Alert System



3. Login to your student email (*note: you only need to enter your **UserName**. Omit the '@students.tvcc.cc' portion.)

A screenshot of the login form for TVCC student email. The form is set against a dark blue background with the Treasure Valley Community College logo at the top. The text "Enter your TVCC student Email address and password." is centered above the input fields. There are two input fields: "Email Address:" with the text "jostudent" and a blue link "Example: username@students.tvcc.cc" below it; and "Password:" with a masked field of dots. A blue "Sign In" button is located at the bottom right of the form. A large red arrow points from the left towards the "Email Address:" input field.

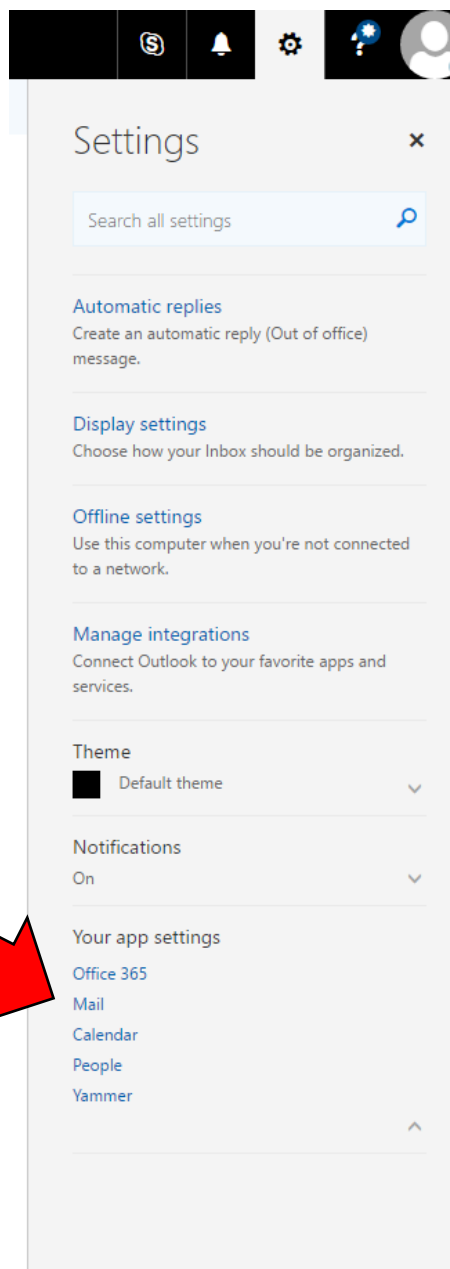
4. Once logged in, you will be directed to your student mailbox.

- In the upper right corner click the circle **Settings** gear:



5. Clicking that will open the Settings menu

- In that Menu click the [Mail](#) link:



6. This opens the Mail Options screen on the left of the page.

1st Click Forwarding

2nd Select the Start forwarding option

3rd Enter the email you want to forward to

4th Click Save

The screenshot shows the Outlook interface with the 'Options' pane on the left and the 'Forwarding' settings on the right. The 'Options' pane is expanded to 'Mail' > 'Forwarding', which is highlighted with a red arrow labeled '1st'. The 'Forwarding' settings on the right show the 'Start forwarding' option selected with a radio button, indicated by a red arrow labeled '2nd'. Below this, the 'Forward my email to:' field contains 'Example@gmail.com', indicated by a red arrow labeled '3rd'. At the top right of the settings pane, the 'Save' button is highlighted with a red arrow labeled '4th'. The 'Discard' button is also visible next to it.