




## Accessing Email

All enrolled students at Seattle Colleges get free Outlook email and other online applications from Office 365. These include Word, Excel, and PowerPoint. You can also use OneDrive to store and share your work.


To get Outlook email, you need your **MySeattleColleges username and password**.

Then:

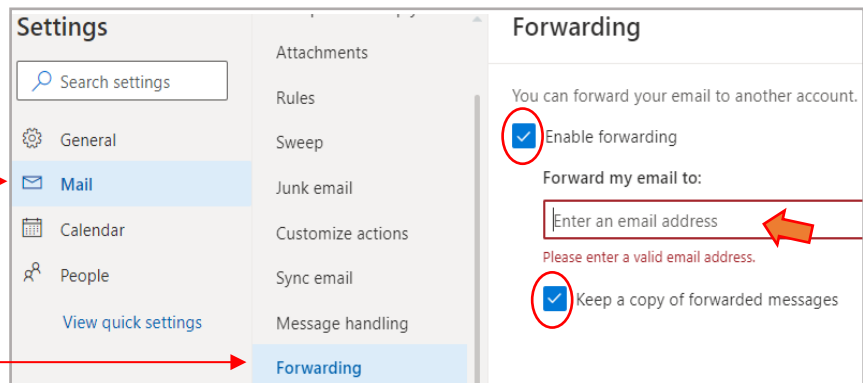
1. Go to the Seattle College Office 365 website: [office365.seattlecolleges.edu](https://office365.seattlecolleges.edu).
2. Enter your MySeattleColleges Login username and password and click **Sign In**.
3. Click the Outlook Email icon  Outlook on the left, to open email.

## Forwarding Email to Personal Email

Note: This only forwards new mail from your Inbox, not mail in subfolders.

1. Open Outlook Email by completing steps 1 to 3 shown above under Accessing Email.
2. In Outlook Email click the Settings gear  icon displayed top right.
3. At the bottom of the Settings panel, click **View all Outlook settings**

4. Click "Mail"
5. Click "Forwarding"
6. Check "Enable Forwarding"
7. Type the email address you want to forward mail to.
8. Check **Keep a copy of all forwarded messages**
9. Click **Save**



**Notes:** When you check **Keep a copy of all forwarded messages**, the forwarded messages will also stay in your SeattleColleges.edu mailbox. This means you will see them in both email accounts. This is a good idea because some people don't want their email to go to a different account.

This is also a good idea because your personal email may not accept forwarded messages because these can be spam or phishing emails that collect your personal information.

For assistance, please contact the IT Help Desk:

<https://itservices.seattlecolleges.edu/contact-it-help-desk>

