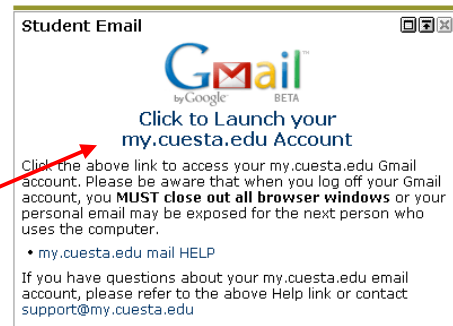

Forwarding Student E-mail

Accessing Cuesta e-mail

1. Log into myCuesta.
2. Locate the Student E-mail channel on the Student tab.
3. Click the link, **Click to Launch your my.cuesta.edu Account**.



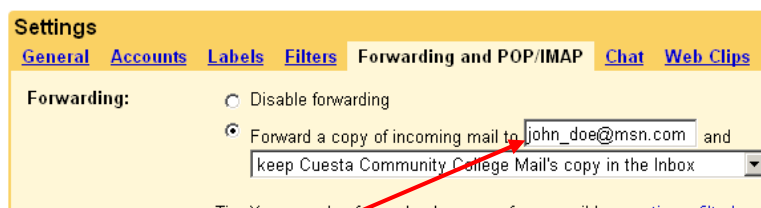
Forwarding Cuesta student e-mail (Gmail)

If you already have a personal e-mail account, you can elect to have your Cuesta student e-mail forwarded to that personal e-mail address. Instructions on forwarding are available via Help in your Cuesta e-mail (Gmail) account.

CAUTION: Some e-mail providers have filters that incorrectly prevent the receipt of forwarded e-mail. As a Cuesta College student, you are responsible for 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.

Here's how to forward messages automatically:

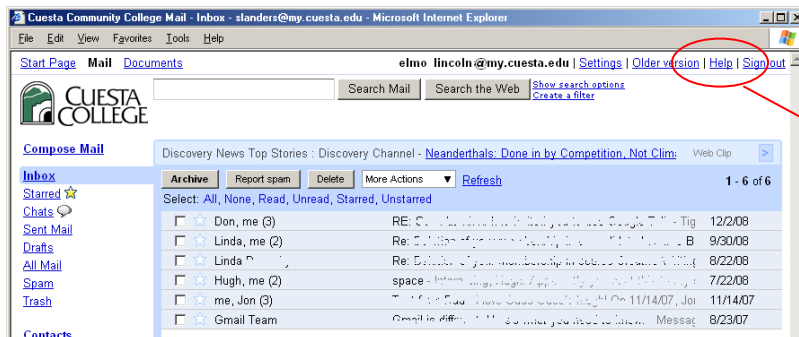
1. Sign in to Cuesta student e-mail. (See "Accessing Cuesta e-mail" above.)
2. Click **Settings** at the top of any Gmail page.
The Settings screen will appear.
3. Click the **Forwarding and POP/IMAP** tab at the top of the page.
The Forwarding options will appear.



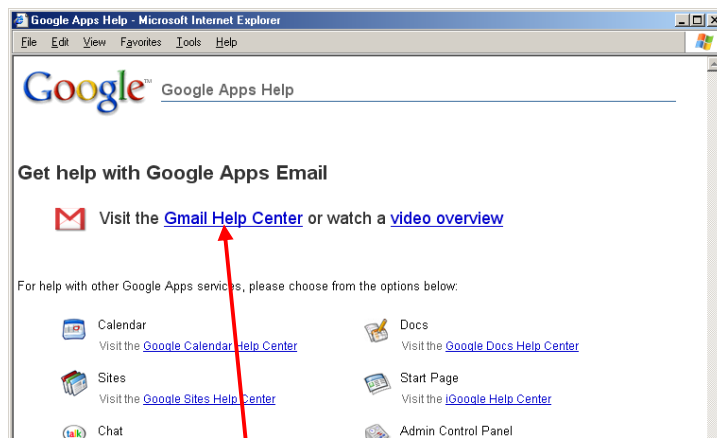
4. Enter the email address to which you'd like your messages forwarded.
5. Select the action you'd like your messages to take from the drop-down menu.
You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
6. Click the **Save Changes** button.

Getting additional help

1. Click the **Help** link, located at the upper right-hand corner of the screen.



The Google Apps Help screen will appear.



2. Click the link, **Gmail Help Center**.

The Gmail Help screen will display.

3. Click the **Forwarding & POP/IMAP** link under the heading, “Your Settings Tabs”.

The Forwarding & POP/IMAP screen will appear.

4. Click on the desired topic.

