Student E-mail, Accessing & Forwarding

Access Cuesta E-mail

Note: Be sure to log out of any other Gmail accounts before attempting to log into your Cuesta student e-mail account.

1. Log into myCuesta.
2. Locate the Student e-mail channel on the Student tab.
3. Click the link, Click here for Cuesta student email.
4. Enter your myCuesta username and password and then click Sign On.

Forward Cuesta student e-mail

You can forward your Cuesta student e-mail to an existing personal e-mail address.

CAUTION!

• Check your Junk folder - Your e-mail provider may prevent the receipt of forwarded e-mail. Since you are responsible for regularly 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.
• Reply from your Cuesta account – Replying from your personal e-mail account displays your personal address, not your “…cuesta.edu” address. Financial Aid will not reply to e-mail from a personal address.

1. Sign in to your Cuesta student e-mail. (See “Access Cuesta E-mail” above.)
2. At the Gmail screen, click the Settings icon located at the upper right-hand corner of the screen.
3. Click Settings from the drop down list. The Settings screen will appear.
4. Click the Forwarding and POP/IMAP tab at the top of the page. The Forwarding options will appear.
5. Click the **Add a forwarding address** button.

The “Add a forwarding address” screen will appear.

6. Type the address to which you want your Cuesta student e-mail forwarded and then click **Next**.

A confirmation screen will appear.

7. Click **Proceed**.

A message will appear, indicating that a confirmation code has been sent to your forwarded e-mail address.

8. Click **OK**.

9. Leave the Cuesta student e-mail Settings webpage open.

10. Log into your **personal** e-mail account and locate the confirmation e-mail.

11. Copy the confirmation code.

12. Return to the **Cuesta** student e-mail Settings screen.

13. Enter the confirmation code in the verification field and then click **Verify**.

14. Click the radio button for “**Forward a copy...**”, and select whether to keep or delete the original from the drop-down menu.
   *Tip: Keep the original.*

15. Click the **Save Changes** button near the bottom of the screen.

**Help**

For additional help, click the **Settings** button and then click **Help** from the drop-down menu.