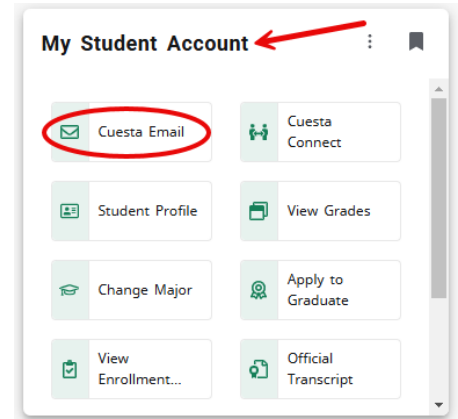


myCuesta Student E-mail, Accessing & Forwarding

Accessing your myCuesta student E-mail

Please note: all official communications from Cuesta College will **ONLY** be sent to your myCuesta student email account. However, you can set up email forwarding from your myCuesta student email account to your personal email account by following the steps below:

1. Log into myCuesta portal.
2. Locate & click the **Cuesta E-mail** button under the **My Student Account** tile, in the Student Dashboard.
3. Then you should be brought to your myCuesta student email, which is a google created email.



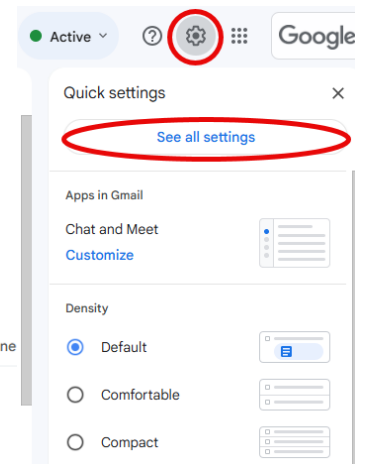
Forward your myCuesta student e-mail

You can forward your myCuesta 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. Once logged into your myCuesta student email, click the **Settings** Gear icon located in the upper right-hand corner of the screen.
2. Click **See all settings** from the list. *The Settings screen will appear.*
3. Click the **Forwarding and POP/IMAP** tab at the top of the page. *The Forwarding options will appear.*



Settings

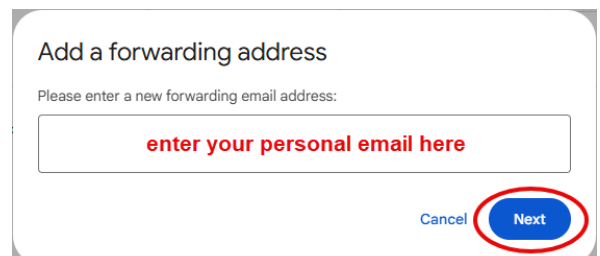
General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline

Forwarding:
[Learn more](#)

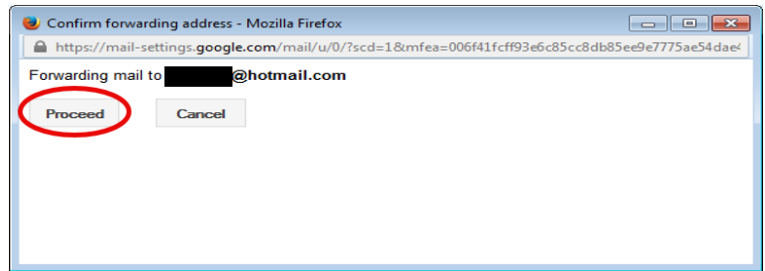
[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

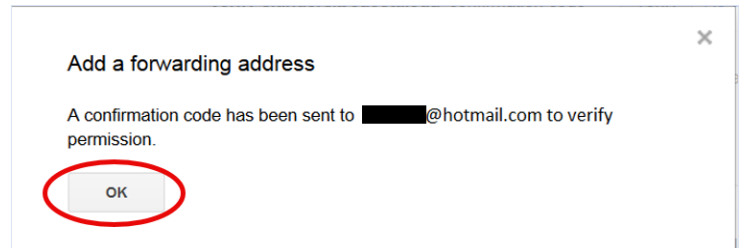
4. Click the **Add a forwarding address** button. *The "Add a forwarding address" screen will appear.*
5. Type in the address you want your myCuesta student email forwarded to, then hit **Next**.



6. A confirmation screen will appear.
Click **Proceed**.



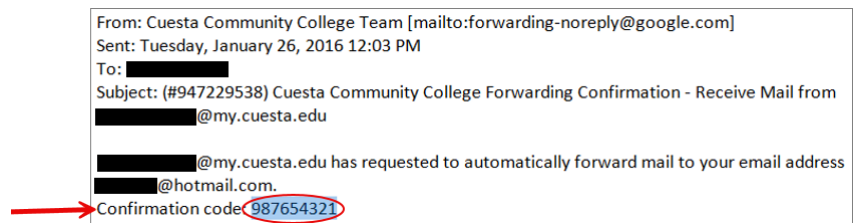
7. A message will appear, indicating that a confirmation code has been sent to your forwarded e-mail address. Click **OK**.



8. Leave your myCuesta student e-mail Settings webpage **open**.

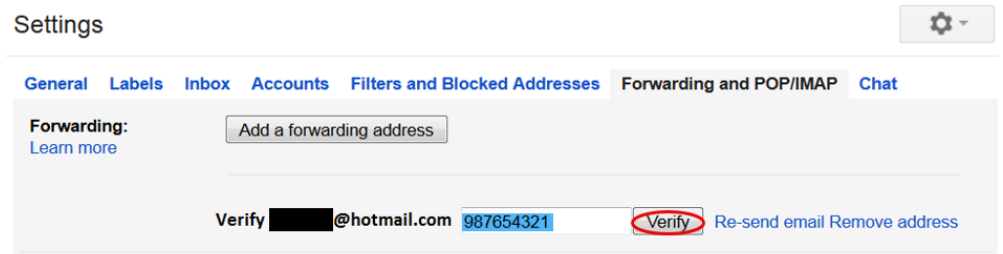
Open a new tab and navigate to your **personal** e-mail account and log in. Then locate the confirmation e-mail.

9. Copy the confirmation code from the email.



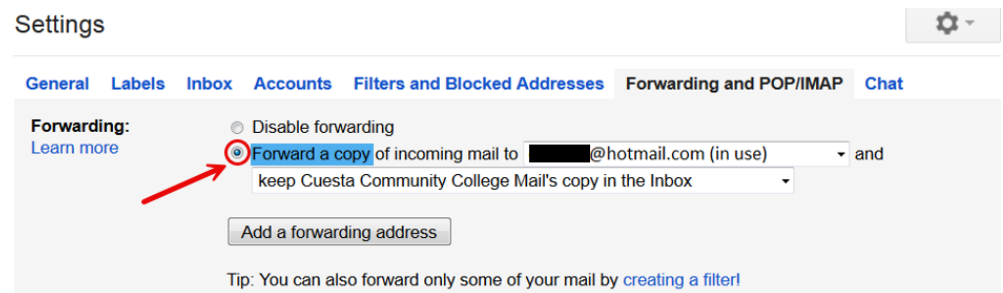
10. Return to your **myCuesta student e-mail** Settings screen.

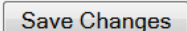
Enter the confirmation code in the verification field and then click **Verify**.



11. 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.



12. Click the **Save Changes** button  near the bottom of the screen and you are done!