HOW TO FORWARD YOUR VCCCD EMAIL TO YOUR PERSONAL EMAIL

Hand-crafted by your
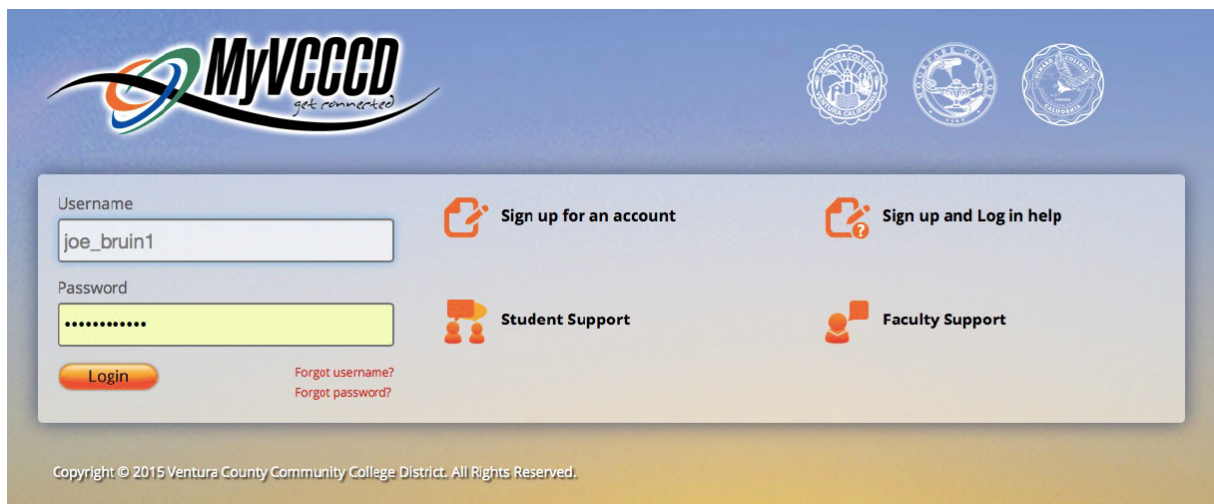
STUDENT
SUCCESS
CENTER

STUDENT SUCCESS COACHES
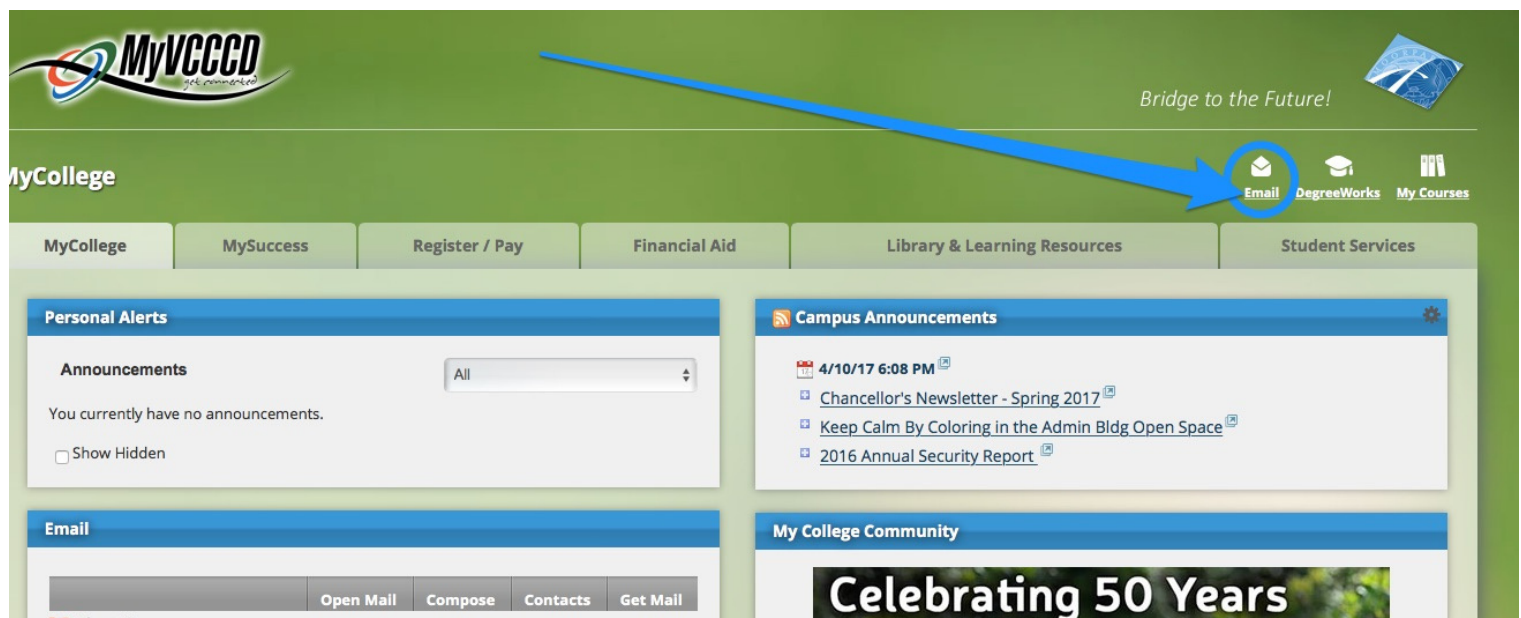
Moorpark College

1 Log into your MyVCCCD account
- Go to www.my.vcccd.edu
- Login with your username and password

2 Click on the "Email"

A Comprehensive Visual Guide

SSC **STUDENT SUCCESS CENTER**

FYE

3   Click on the tools icon
- Click on "Settings"

Mail ▾

COMPOSE

Inbox
Starred
Important
Sent Mail
Drafts
Follow up
Misc
Priority
More ▾

No new mail!

Display density:
✓ Comfortable
  Cozy
  Compact
  ...gure inbox
  Settings
  Help
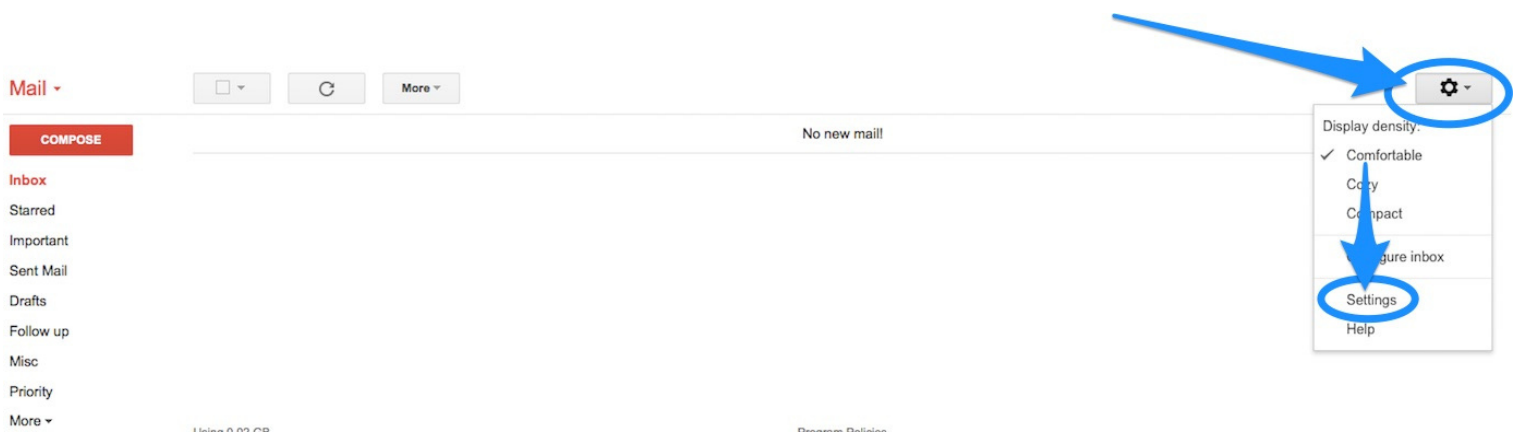
4   Click on the "Forwarding" tab
- Add a forwarding address; use the personal email you use most often

Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Offline

Forwarding:
Learn more

○ Disable forwarding
● Forward a copy of incoming mail to ▇▇▇▇▇▇▇▇▇ and
  archive Ventura County Community College District Mail's copy

  [Add a forwarding address]

Tip: You can also forward only some of your mail by creating a filter!

POP Download:
Learn more

1. Status: POP is disabled
○ Enable POP for **all mail**
○ Enable POP for **mail that arrives from now on**

2. When messages are accessed with POP   keep Ventura County Community College District Mail's copy

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
Configuration instructions

IMAP Access:
(access Ventura County Community College District Mail from other clients using IMAP)
Learn more

Status: IMAP is disabled
○ Enable IMAP
● Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
Configuration instructions

Save Changes   Cancel

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5   Bubble in the forwarding option.

!!!IMPORTANT: Make sure that you enable forwarding by clicking the "Forward a copy" bubble, NOT the "Disable forwarding" bubble.

Forwarding:
Learn more

○ Disable forwarding

◉ Forward a copy of incoming mail to   scaranica@yahoo.com (in use)   and

    archive Ventura County Community College District Mail's copy

Add a forwarding address

Tip: You can also forward only some of your mail by creating a filter!

This visual guide is complete.

NEED FURTHER ASSISTANCE?

For more in-depth assistance, please contact:

Student Success Center:

(805) 553-4799

Located in the Student Services Annex

FYE Center

MOORPARK COLLEGE CAMPUS MAP

FACILITIES

A ....Administration (Student Health Services)
AA ....Applied Arts Building (Forum AA-147)
AC ....Academic Center
CC ....Campus Center
          (Bookstore, Food Court, Associated Students)
CDC ....Child Development Center
COM ....Communications Building
CP ....Campus Police
EATM ....Exotic Animal Trng & Mgmt
FORUM AA-147
FH ....Fountain Hall
          (Admissions & Records, CalWORKs, Career Transfer Ctr,
          Counseling, EOPS, Financial Aid, Int'l Students, Outreach,
          Scholarships, Student Business Office)
G....................Gymnasium
G-BSFD ....Baseball Field
G-FBFD ....Football Field
G-GOLF ....Driving Range
G-SBFD ....Softball Field
G-SCFD ....Soccer Field

G-TNCT ....Tennis Court
G-TRAC ....Track Field
HSC ....Health Science Center
HS@MC ....High School at MC (located in Lot G-1)
HSS ....Humanities / Social Science Bldg
LLR ....Library Learning Resources
LMC ....ACCESS (DSPS)
                   Natural Sciences, Computer Studies
M....................Music Building
MO ....Maintenance & Operations
O. ....Observatory
PA ....Performing Arts
PE...................PE Annex Offices
PS...................Physical Sciences
SSA ....Student Services Annex
                   Veterans Resource Center
                   Foster Youth Resource Center
ST..................Stadium Annex (ST-1 & ST-2)
T......................Technology/Business
ZOO ....Zoo Buildings 1 & 2

Share the air
MOORPARK COLLEGE IS 100% TOBACCO FREE!

7/16