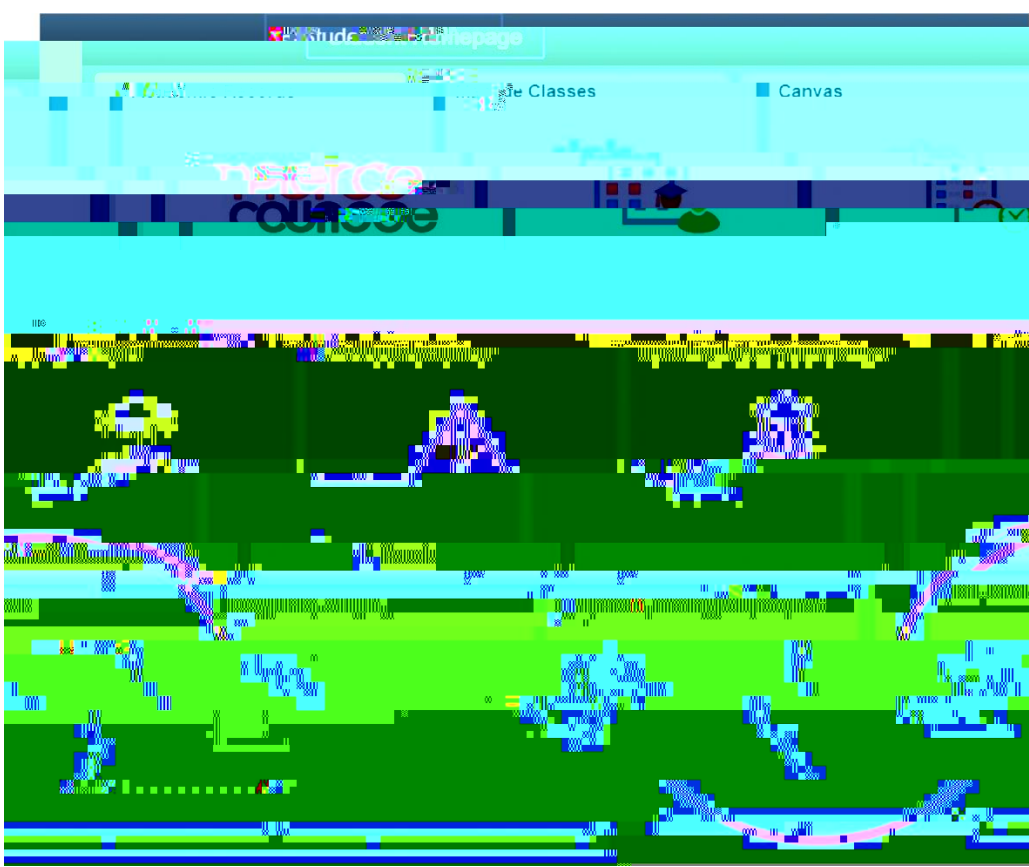


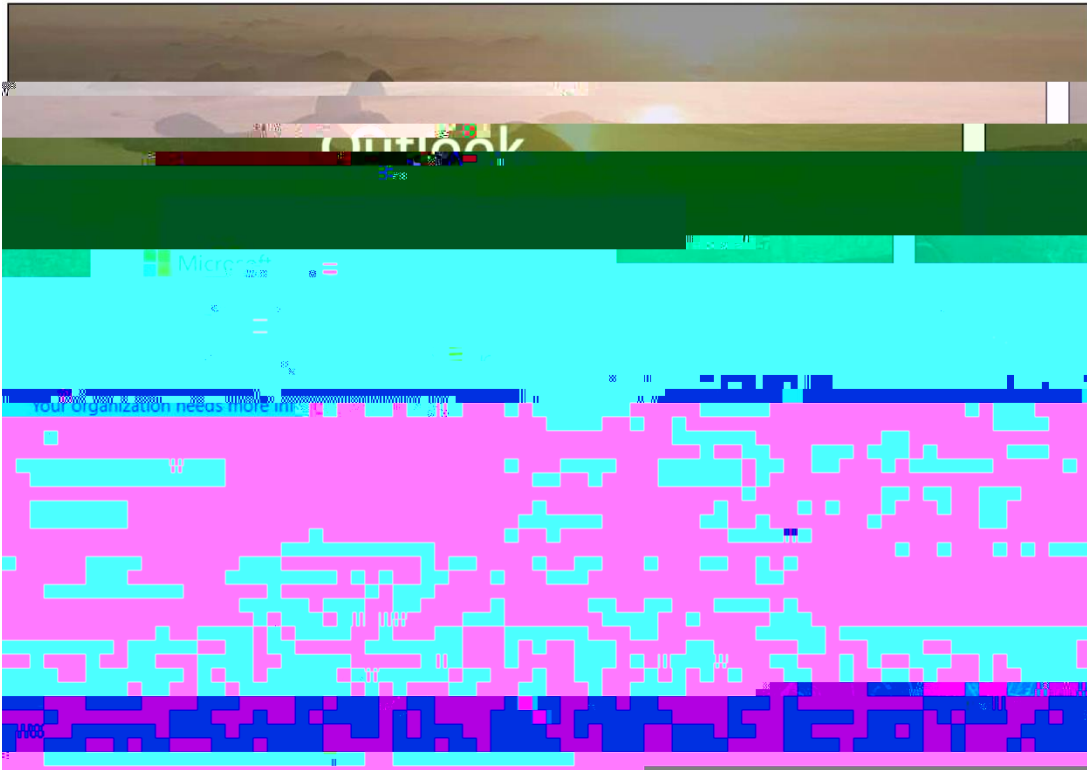
V o = ' ° ' o - o ' h
k :- 7

3. From your Student Homepage, select on the Mail Outlook tile.



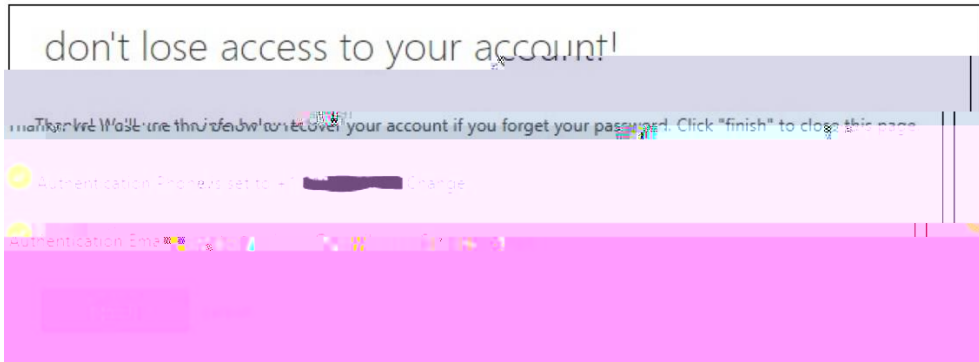
V o = ' " o - o ' h
k : 7

4. A message will ask you to provide additional information. Please write down your @student.laccd.edu email address listed in the message. You will be required to use your @student.laccd.edu email address to reset your password in the future. Select "Next."

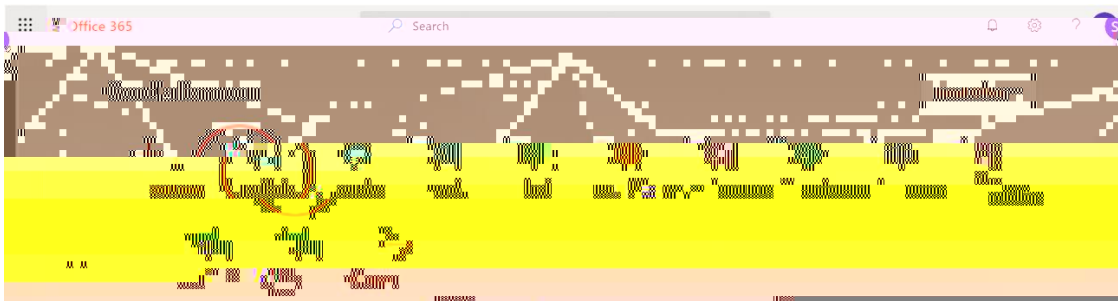


V o = ' ' o - o ' h
k :- 7

6. Once registration of a phone and/or email is completed, you may select "Finish."



7. Select on the Outlook email icon.



V o = ' " o - o ' h
k : 7

10. Select on "Mail" on the left, then select on "Forwarding." Select on the box next to "Enable forwarding." Type in your preferred email address where you would like your email to be forwarded. You can choose to keep a copy of your forwarded messages in your student email by selecting on the box. Be sure to select the "Save" button.

