How to Forward Emails From Student Account to Private Email Account

STEP 1: Log into your student gmail account.

STEP 2: Select the gear icon, and click on ‘Mail Settings’.
STEP 3: Click on ‘Forwarding and POP/IMAP’.

STEP 4: Click on ‘Add a forwarding address’.
STEP 5: Enter the email address you’d like your SFCC email forwarded to in the box, then click ‘Next’.

STEP 6: To confirm the email address, click on the ‘Proceed’ Button.
STEP 7: Click the ‘OK’ Button

STEP 8: Check the email account you want email sent to. The school will send you an email with a verification code that you will need to input to your SFCC email settings.

NOTE – IF YOU DO NOT SEE THIS EMAIL, PLEASE CHECK YOUR SPAM FOLDER!!!
STEP 9: Copy the code, and log back into your SFCC email account. Enter that code into where it says ‘Confirmation Code’ and then click the ‘Verify’ button.

Step 10: Once you click the ‘Verify’ button, your account should be set up to forward all email messages to your private email account.