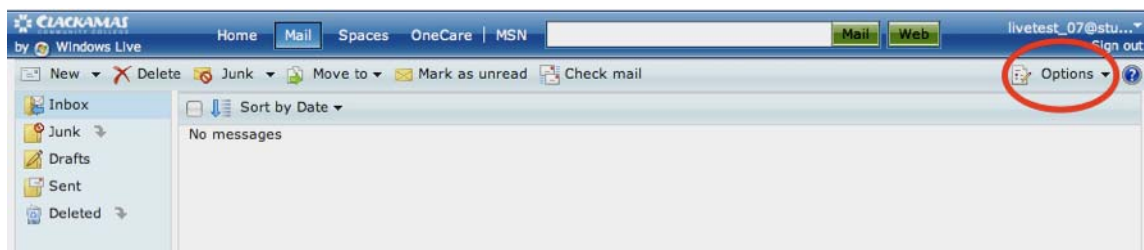


Forwarding your CCC Email to another account

1. Login to your CCC Email account by going to <http://mail.live.com>



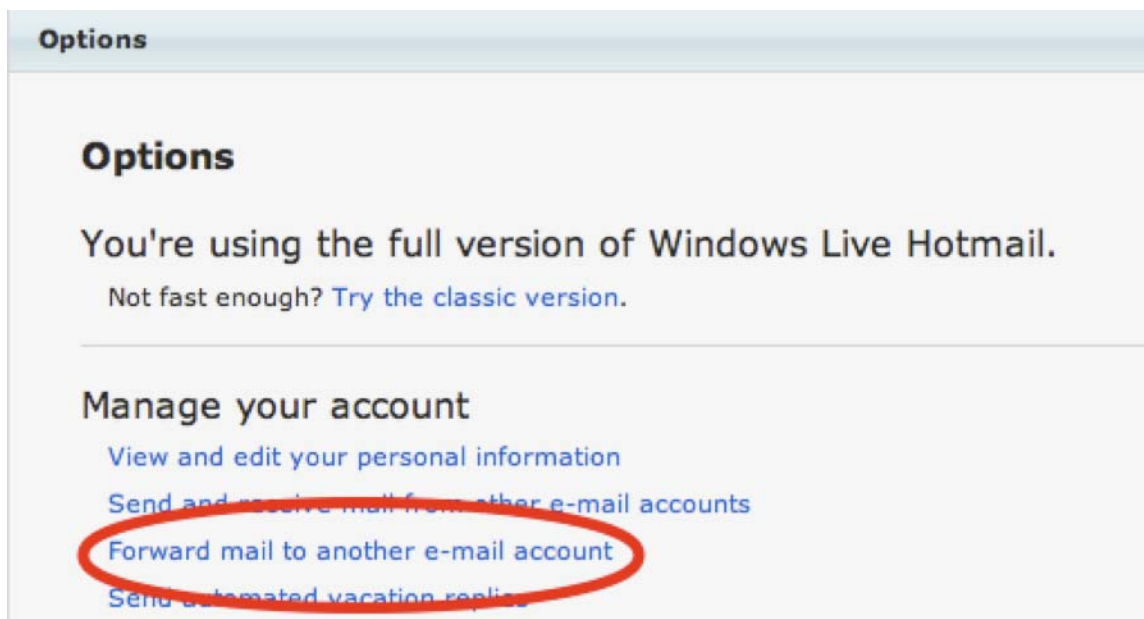
2. From the Hotmail screen select Options (in the upper right)



3. *Select the Options menu and select More Options (at the bottom of the menu)*



4. *Select 'Forward mail to another e-mail account' from the 'Manage your Account' section*



5. Select 'Forward your mail to another e-mail address'
6. Type the address you would like to forward to in the box
7. Click 'Save'

Forwarding

You can forward your mail to one other e-mail address.

Important note: Please sign in at least once every 365 days so that your account doesn't get deleted. (In order to help fight junk, we delete inactive accounts.)

- Don't forward
- Forward your mail to another e-mail address

Type the e-mail address you want to forward the mail to:

cccstudent@gmail.com|

Example: username@domain.com

Note: Forwarded messages are deleted from Windows Live Hotmail.

Save

Cancel

8. Click 'Go to Inbox' to return to your email

Remember!! Keep your email active while enrolled at CCC: Log in to Windows Live at least once every 365 days!