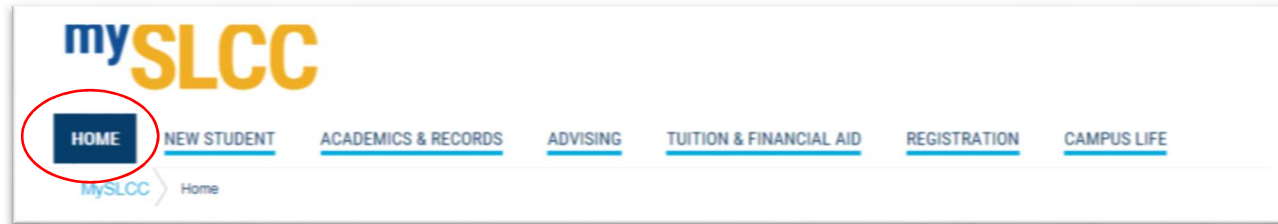


BRUIN MAIL

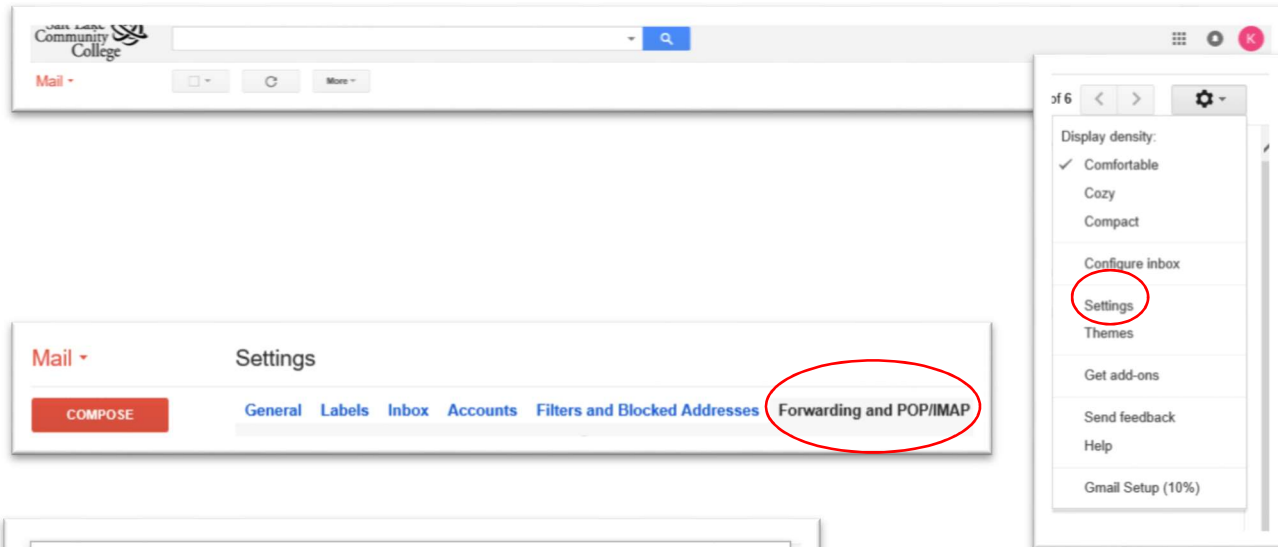
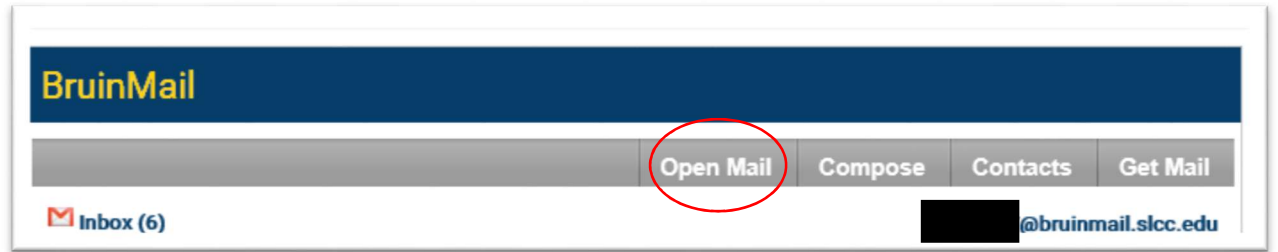
Accessing

1. Sign in at: <https://my.slcc.edu>
2. BruinMail found on right hand side under “Home”

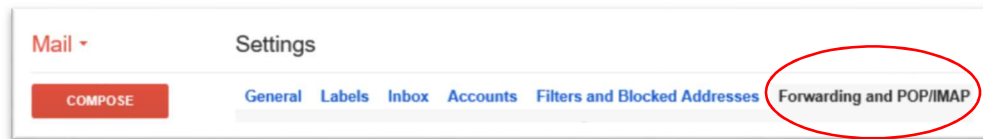


Forwarding

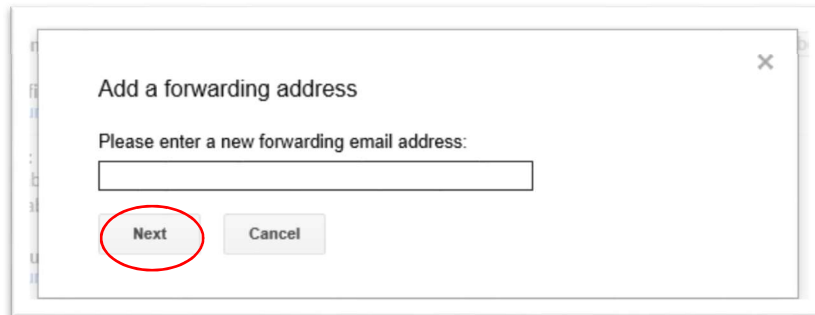
1. Sign in at: <https://my.slcc.edu>
2. Click “Open Mail”. This will open another window.
3. Click “Settings” Icon in upper right hand corner. Click “Settings” in drop down menu – this will open your settings menu.



4. Click “Forwarding and POP/IMAP” Tab – this opens the Forwarding menu.

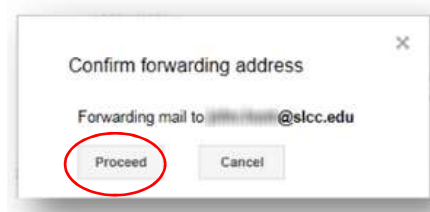


5. Click “Add a forwarding address”

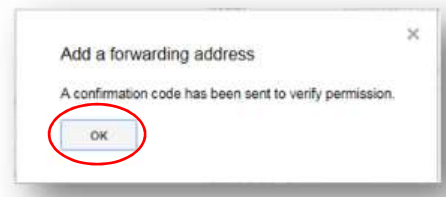


6. Enter email address you would like BruinMail to be forwarded to and click “next”

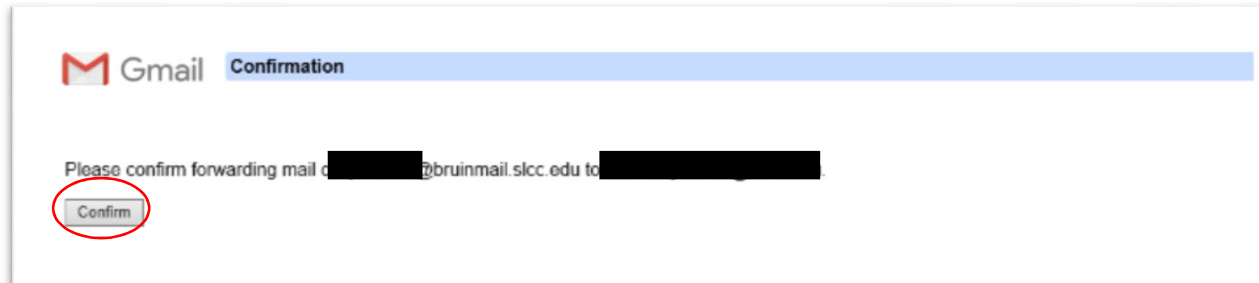
7. Another window will appear asking to “Confirm forwarding address”. Click “Proceed”.



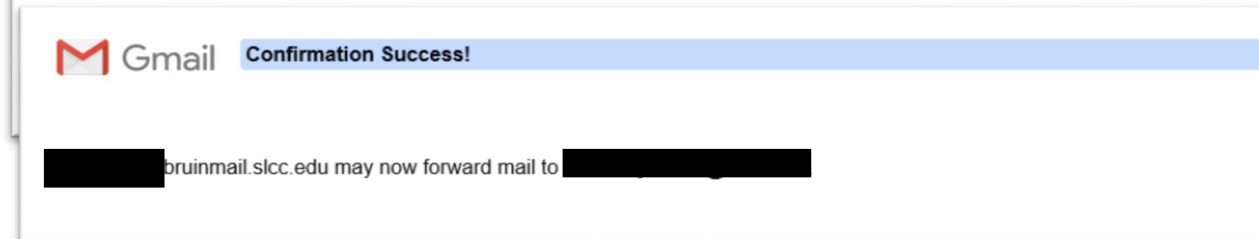
8. Another window will appear stating “Add a forwarding address. A confirmation code has been sent to X email to verify permission.” Click OK.



9. Log into the email account that you requested your BruinMail to be forwarded to. You should see an email from Salt Lake Community College with title “Salt Lake Community College Forwarding Confirmation – Received Mail from X email”. Follow instructions and click on the link to confirm request to have BruinMail forwarded to new email account. This will open a confirmation page.



10. Click “Confirm” on Confirmation request page. You will receive a new notice if forwarding was successful.



11. Return to settings page of Bruinmail. In the same setting’s window in the “Forwarding” field, click “Forward a copy of Incoming mail to “X” email and “keep Salt Lake Community College Mails copy in the inbox”. Then click “Save Changes”.

