EMERITUS INSTITUTE

How to Forward Your Saddleback College E-mail To Your Personal E-mail Address

- Log onto the Saddleback College Web site at **www.saddleback.edu**
- **Click "MySite"**
- Enter your **Student ID Number and PIN**, then **click** "**Login"**
- **Click** "**My Information**"
- **Click** "**Change Address"** from the drop-down menu
- Under "Personal", **in the box labeled "Forward Emails To", type your personal email address**.

  NOTE: If your correct email address is already in the box, delete it, click "Update" at the bottom, enter your correct email in the box, then…
- **Click "Update" twice**
- **IMPORTANT! COMPLETE THE PROCEDURE:** You will receive an e-mail from "SC Admissions" requiring that you click on the Confirmation Link to complete this procedure. Open this email and click on the blue link.



You have successfully forwarded your Saddleback College e-mail!

FROM THIS POINT ON, you'll receive your college email in your personal email.
If you need a PREVIOUS email, ask a classmate to forward it to you.

A small number of students have computer compatibility issues.
If after following these instructions you don't receive future college emails,
please contact ***Student Technical Support at (949) 582-4363*** *for assistance.*