## Your Student Email

How to log in:
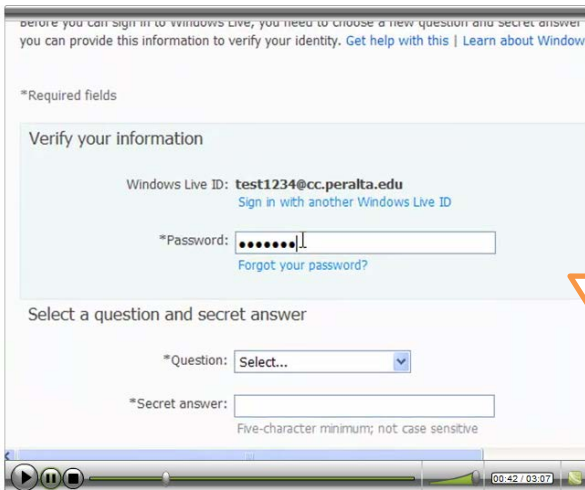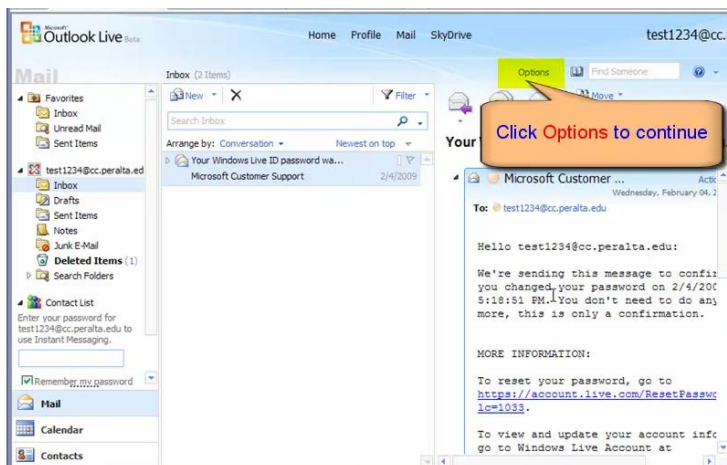
Go to [www.outlook.com](www.outlook.com)

Use your **Passport User ID** and add **@cc.peralta.edu** for **login ID** (ex: **jacr1234@cc.peralta.edu**)

The **password is the same as your Passport password on first login**.

Your **username** and **password** are **ALL LOWER CASE**

The first time you log in to your student email you will be asked to input some information, such as a secret question and an alternative email. It is important to set this up, as you can use this if you forget your password to your Peralta email account and need to get log in information to reset your password
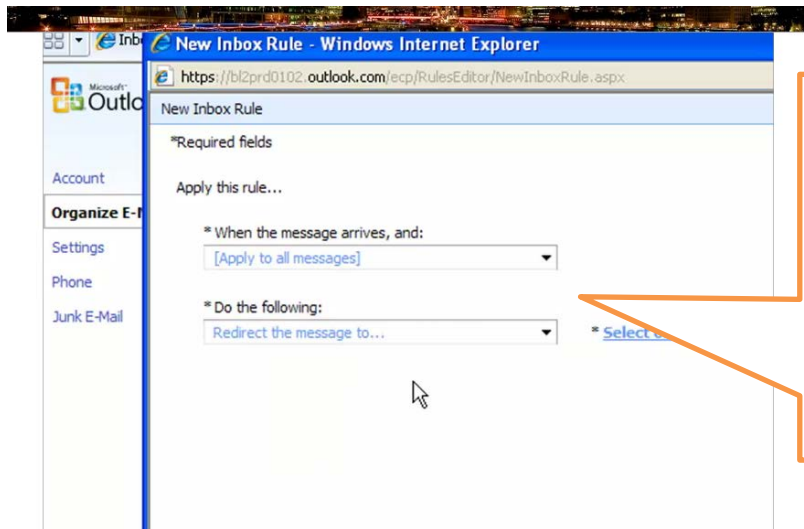
Click on Forward your email using Inbox Rules



Click on New
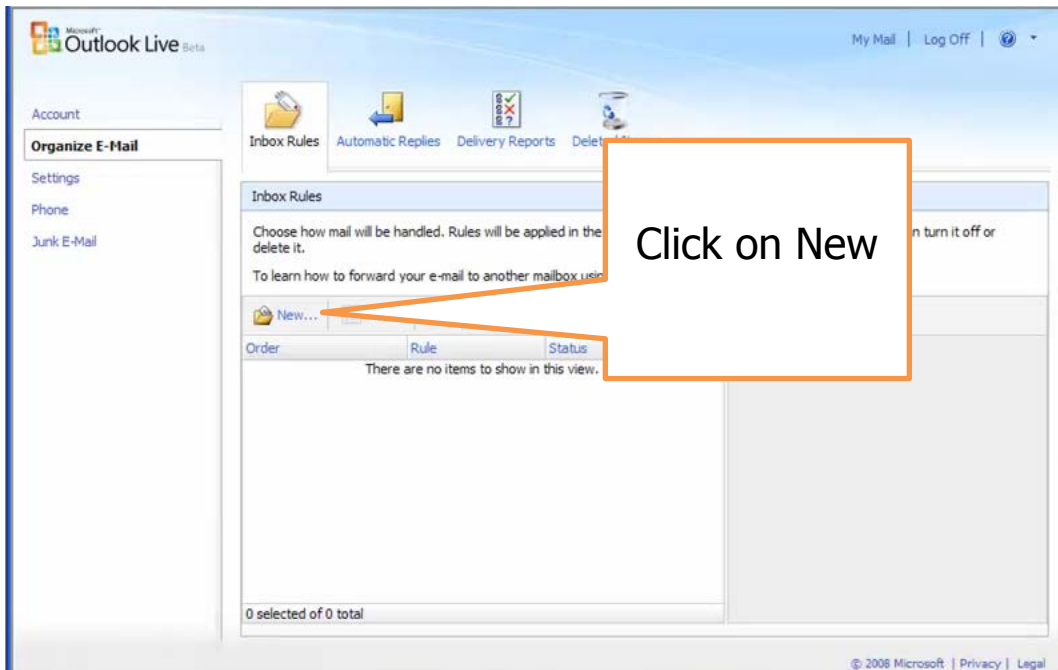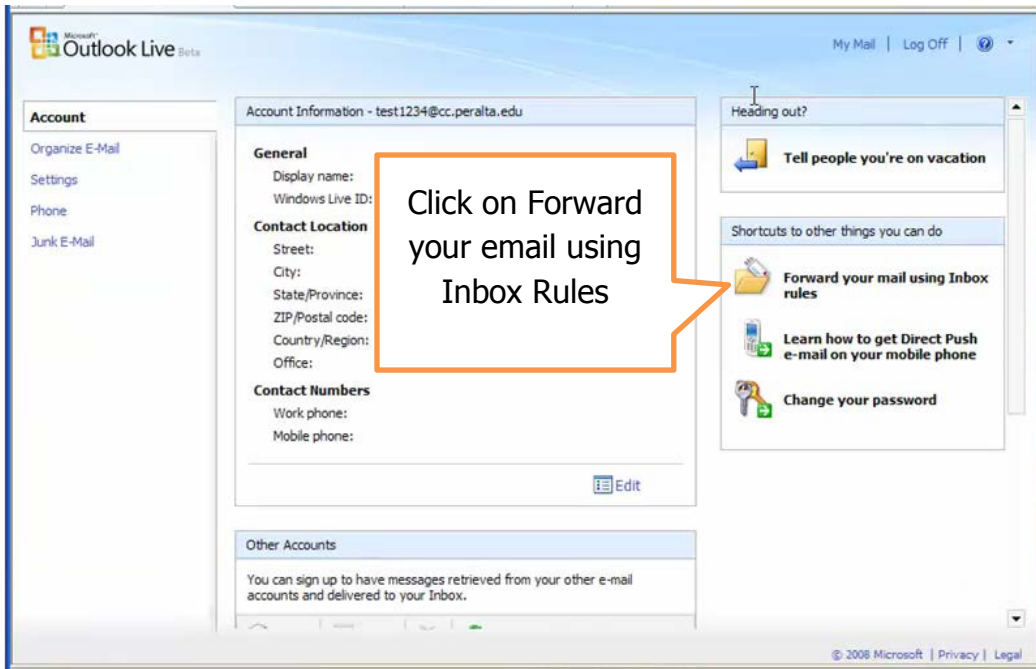
For the new rule you are creating choose:



Apply to All Messages

And

Redirect the message to…
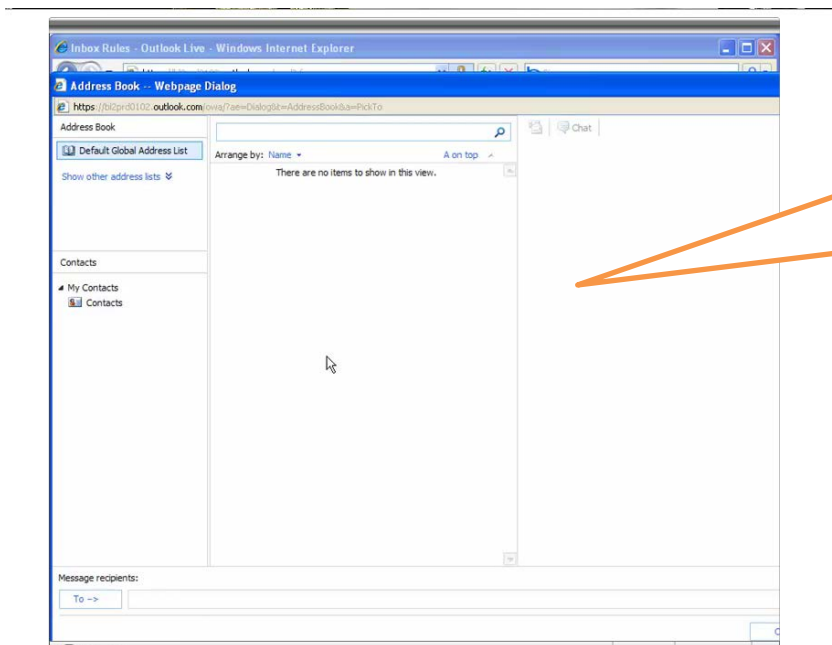


You will be redirected to this address book screen
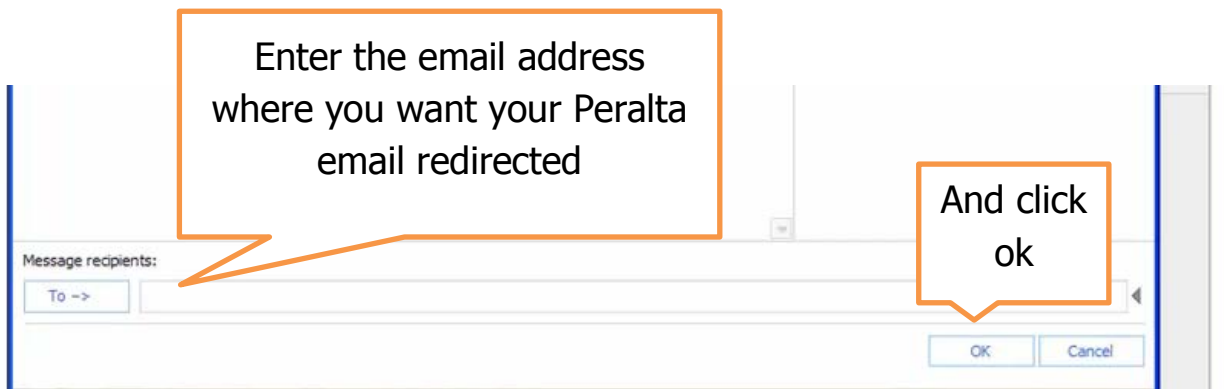
Enter the email address where you want your Peralta email redirected

And click ok

Message recipients:

To -->

OK    Cancel

You are almost done! But first, test your email redirect!

Send yourself an email at your Peralta student email address
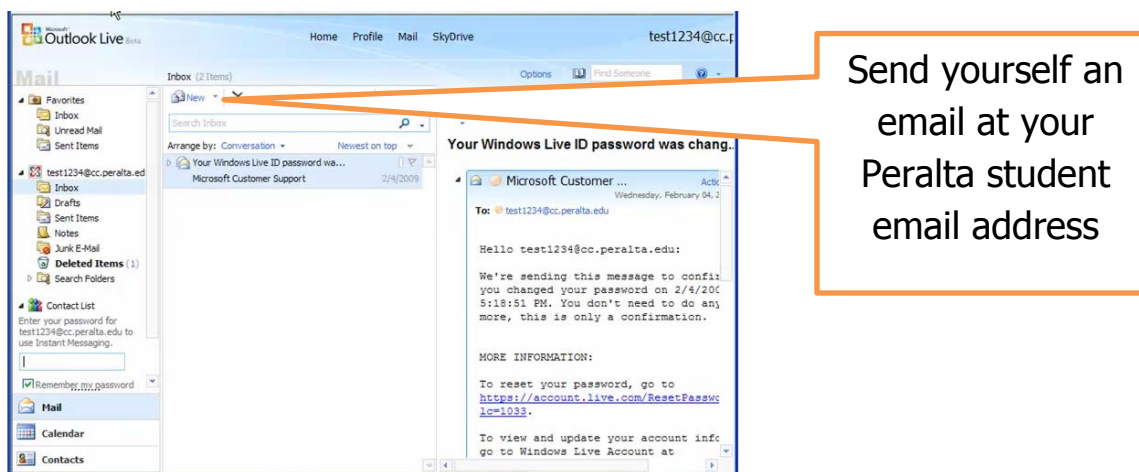
You should receive the message in your student email account AND in the email address where you have redirected your email.