

## How Do I Forward My Insite Email?

Go to [www.dvc.edu](http://www.dvc.edu)

Click on [InSite/WebAdvisor](#)

Log in to Insite Portal



**1. Click on Email Forwarding**

Click here to check out all the fabulous features on the [InSite Mail](#) information page.

1. You must first visit your **InSite Mail** account to Activate it: [Click Here to Access](#)

2. Complete the fields below and click OK:

Forwarding Email Address

Confirm Email Address

OK

**2. Read the instructions**

**3. Follow steps 1 and 2**

**4. Enter in forwarding email address twice and click ok**