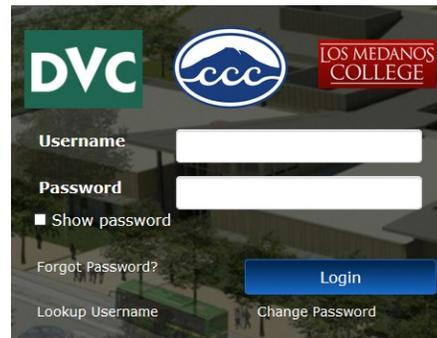


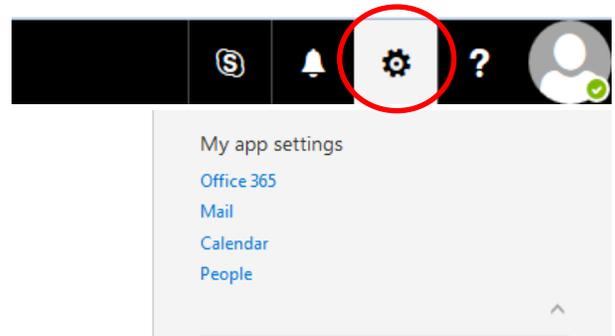
How Do I Forward My InSite Email?

1. On your computer, go to <http://m.4cd.edu> and sign in using your username and password.

2. Click the “Email” tile.



3. In the top right corner, click the wheel icon. This will open a side menu on the right side of the screen. Look near the bottom of this side menu for the “My App Settings” heading, and click on “Mail”.



4. Another side menu will open on the left. “Forwarding” Should be under the “Accounts” subheading in “Mail”.

5. Click the button next to “Start Forwarding” and enter your regular email address. We recommend you check the box beneath to keep a copy, in case an email slips through and does not get forwarded. Finally, press save.

6. To return to your inbox, press the arrow button next to “Options” in the top left corner.

