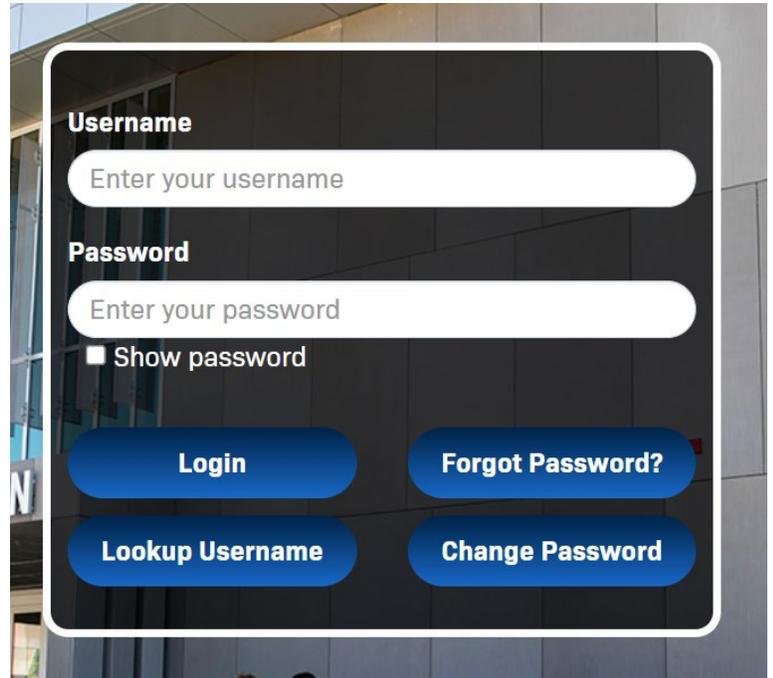


How do I forward my Insite email?

Step 1:

Go to <https://pg.4cd.edu> and log in with your Insite username and password.



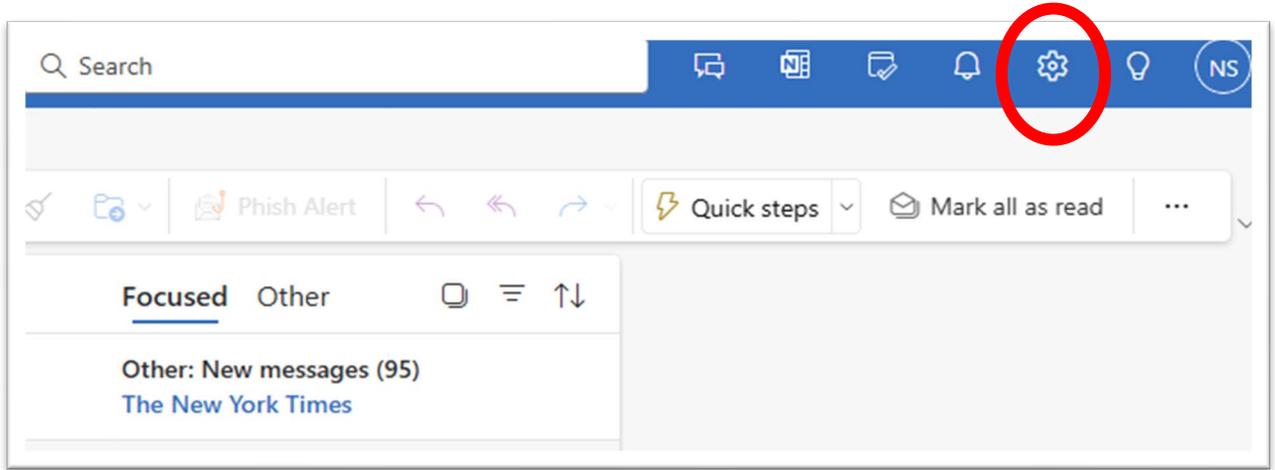
Step 2:

Once you are logged into your Insite account, click the "Email" tile.



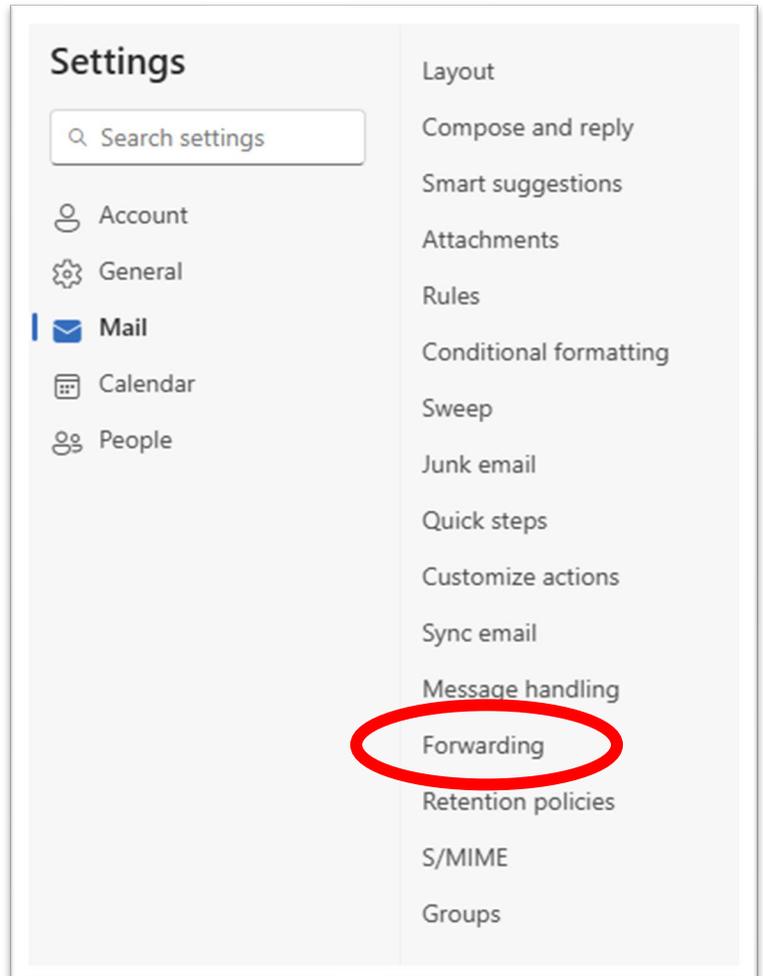
Step 3:

Click the wheel icon labeled “Setting,” which is located on the right top corner of the page.



Step 4:

Click “Forwarding” on the drop-down list, which is one of the options on the right side.

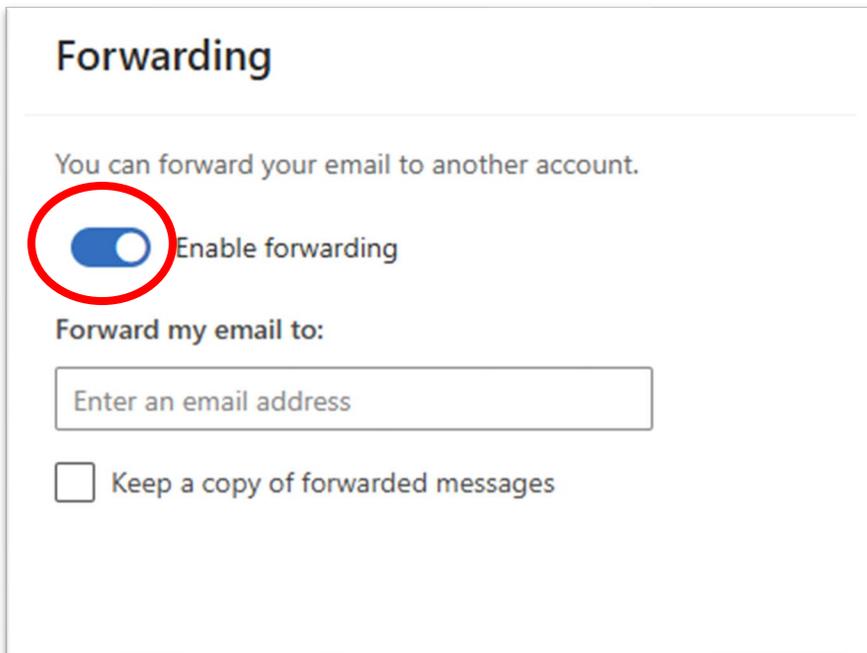


Step 5:

Click the dot on “Enable forwarding.”

After that, type your preferred email address you wish your DVC emails to be sent to.

We recommend you check the box beneath to keep a copy, in case an email fails to be forwarded.



Forwarding

You can forward your email to another account.

Enable forwarding

Forward my email to:

Keep a copy of forwarded messages

Step 6:

And click “Save,” located on the bottom right side of the page.

