IRVINE VALLEY COLLEGE

Tips and Tricks for Forwarding Your Email

Office of Extended Education
Emeritus Institute
1624 Valencia Avenue,
Room 205
Tustin, CA 92782
949-367-8343
ivcemeritus@ivc.edu
academics.ivc.edu/emeritus

Admissions and Records
949-451-5220
admissions.ivc.edu

Technology Services
949-451-5696
tech.ivc.edu

Want to be able to view emails sent to your IVC account using your personal email client?

1. From the Irvine Valley College MySite website at **https://mysite.socccd.edu**, log in with your Student Identification Number and 4-digit Personal Identification Number (PIN).

2. Under *MY INFORMATION*, select Update Profile.

3. Scroll down to the *Personal* section: Type your personal email address into the box that reads *"Forward Emails To"*

   a. Scroll down and click the blue *UPDATE* button, then proceed to step 4.

   b. If your personal email address is already in the box, remove/delete it, scroll down and click the blue *UPDATE* button, this will re-set the process. Then re-type your email in the box, scroll down and click the *UPDATE* button. This will send a Pending Confirmation to your personal email.

4. Check your personal email account for an email from either Irvine Valley College or Saddleback College. *Can't find it? Look in your Junk/Spam folder.*

5. Follow the instructions in the email to confirm your forwarding request.

6. You have successfully forwarded your college email to your personal email account. Congratulations!

7. **If you do not receive the confirmation email from the college**, please contact the Admissions Office 949-451-5220 (press "0"). If you are having difficulty with your IVC email, contact Technology Services by calling 949-451-5696 or emailing ivctech@ivc.edu..