Tips and Tricks for Forwarding Your Email

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.