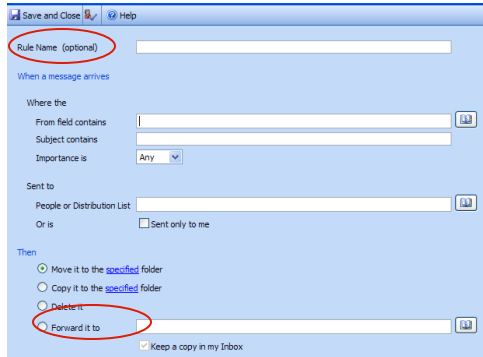
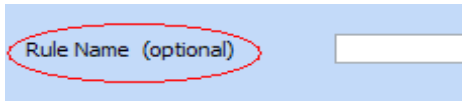


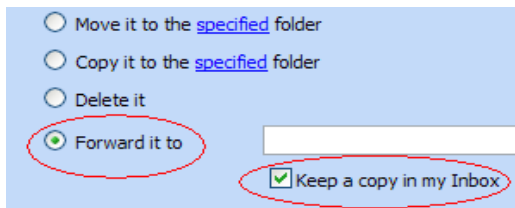
After you click on **NEW**, you will see the screen below:



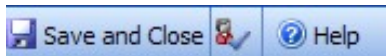
7) At the top of this page, click the box next to **Rule Name**. Give the rule a new name, such as *Redirect*. You will be redirecting all email that goes into your Olympic College account, into an account of your choosing.



8) At the bottom of the page, in the box next to **Forward To**, type in the email address you would like to send all your mail to. It is recommended you keep a copy of all mail in your inbox. Make sure the circle next to *Forward to*, and the box next to *Keep a copy in my inbox*, has a green check mark in it.



9) Click the **Save and Close** button located at the top of your page. Your Olympic College email will now be directed to the email you entered.



**Redirecting your Olympic College web mail to a personal email account of your choosing allows you to get all your mail in one location.**

- \* Every students at Olympic College is given an email 2-3 days after paying tuition.
- \* It is a great way to stay in touch with your teachers.
- \* Instructor Evaluations, Financial Aid info, Registration info, new OC events, and other information is sent to your OC account.
- \* All email in your OC email account will be kept for a whole quarter in your inbox. If a student is not registered for the following quarter, all email from their OC email will be deleted shortly after the start of the quarter.
- \* You can forward your OC email to any account of your choosing.
- \* If you are not receiving your forwarded email from your OC account, please check your personal email accounts spam filter and folders, and be sure to add your OC email to your contact list within your personal email account.

\* **Note** If you need help with your email password or how to log on, please call the Olympic College **Help Desk at 360-475-7600.**

**Distance Learning**  
**Open 8am-4pm**  
**(360) 475-7770**  
**distancelearning@olympic.edu**

**We are located in the Haselwood Library on the Bremerton Campus**



**OLYMPIC COLLEGE**

## **Redirecting Your Free OC Student Email to Your Personal Email Account**

**Did you know -**

- \* Your OC email is **FREE!**
- \* Every students automatically gets an OC email account 2-3 days after tuition is paid.
- \* **Get vital information all in one place! Including Instructor Evaluations, Financial Aid info, Registration info, and much more!**
- \* **OC email can be accessed at any location of your choosing, via the internet!**

*See back of pamphlet for more detailed information*

Updated by Tiffany Dawson March 24,

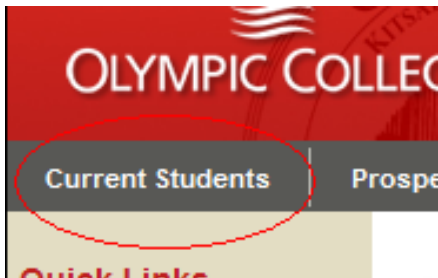
1) Type in **http://olympic.edu** in the address bar. Example below.



When you are on the Olympic College main page, you will see the screen below. The pictures on this page might be a little different than what you will see.



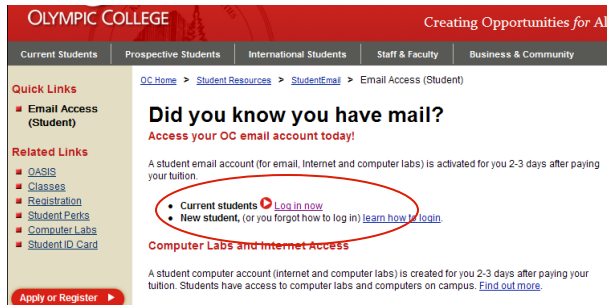
2) Hover your cursor over the **Current Students** link located on the top left side of your page.



3) When you hover over the Current Students link, a drop down menu will appear. Click the link titled **Email Access**.

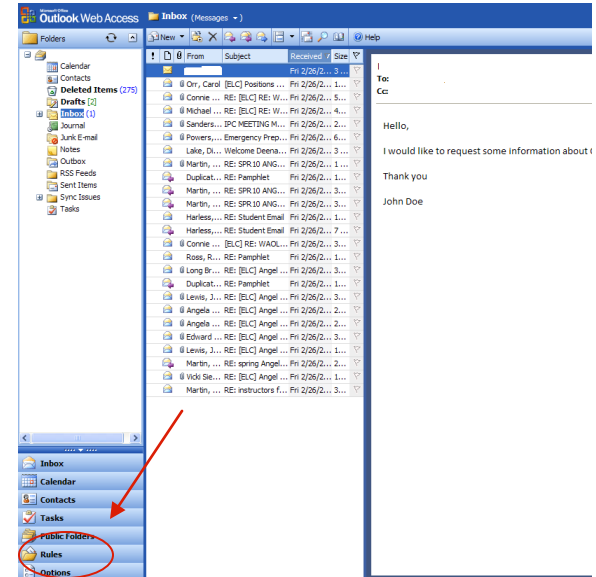


When you click on the Email Access link, it will take you to the page below.

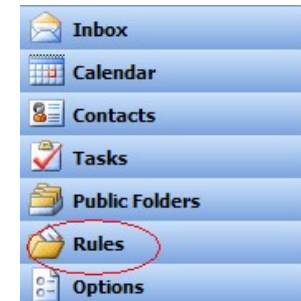


4) If you are a current student, click on the **Current Students** link above. If you are a new student, click on the **New Student** link. Both links are located in the middle of the page, under the title "Did you know you have mail?"

When inside your email, your screen will have the same layout as the image directly below.



5) Look in the lower left corner of your screen and find the link titled **Rules**. Click on it.



6) Locate the **NEW** link located in the bar at the top of your page. Click on it. Example is below.

