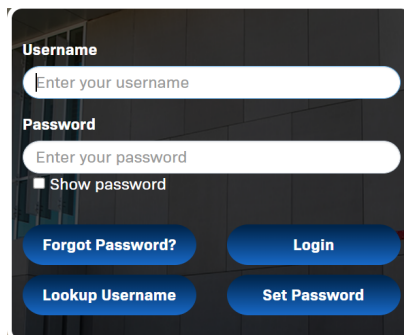# DVC

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 "View all Outlook settings" heading, and click on "Mail."

View all Outlook settings

4. Another side menu will open on the left. "Forwarding" should be under the subheading in "Mail" once you click.

Settings

🔍 Search settings

⚙ General
✉ Mail
📅 Calendar
👥 People

View quick settings

Layout
Compose and reply
Attachments
Rules
Sweep
Junk email
Customize actions
Sync email
Message handling
Forwarding
Automatic replies
Retention policies
S/MIME
Groups

5. Click the button next to "Enable Forwarding" and enter your preferred email address. We recommend you check the box beneath to keep a copy, in case an email fails to get forwarded. Finally, press "Save."

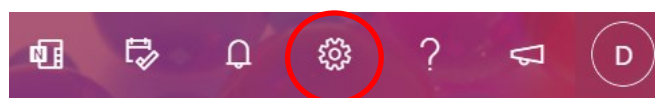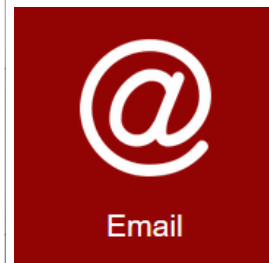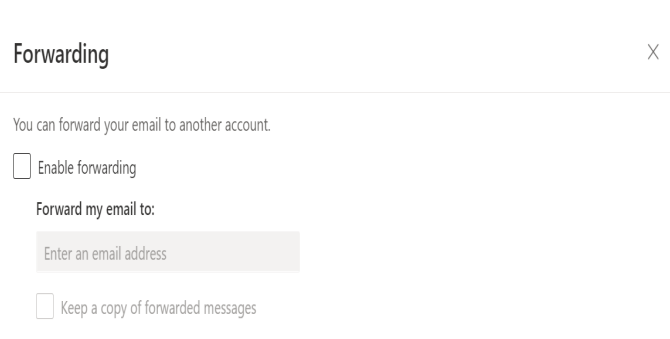6. To return to your inbox, press the cross button in the top right corner.
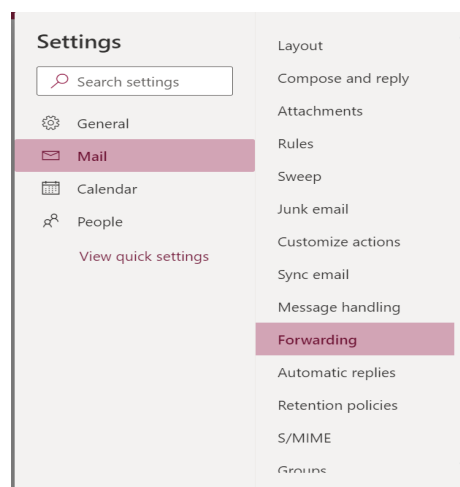
Forwarding   X

You can forward your email to another account.

☐ Enable forwarding

Forward my email to:

Enter an email address

☐ Keep a copy of forwarded messages