

# Guide to Forwarding Your Peralta Mail

As a Peralta Community Colleges' Student, you are given an email account to use for correspondence.

Your email address is:

**PASSPORT User ID + @cc.peralta.edu**  
***For example: iamsuccessfull@cc.peralta.edu***

You can forward your Peralta email account to your personal email address, if you choose.

## Having login issues?

Please send your request to the Peralta Student Email Help Desk at **helpdesk@cc.peralta.edu**.

Include your first name, last name, Student ID Number and Peralta PASSPORT User ID in your request, or login to: **<http://web.peralta.edu/it/studentemail/>**

1



To access your student email account, go to:  
**[www.outlook.com/cc.peralta.edu](http://www.outlook.com/cc.peralta.edu)**

- Your email password is the same as your PASSPORT password on first login.
- To retrieve your PASSPORT password contact **helpdesk@cc.peralta.edu**
- For instruction on how to retrieve your PASSPORT password, contact **helpdesk@cc.peralta.edu**

Office 365

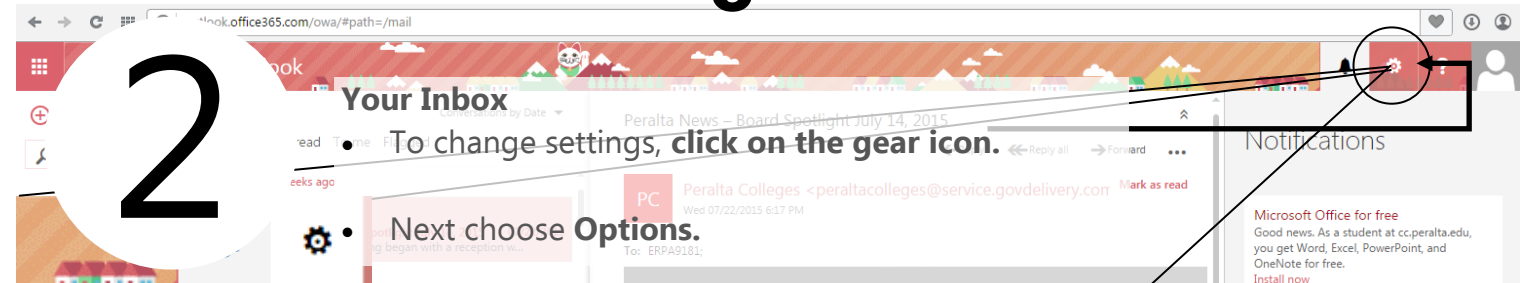
Sign in with your work or school account

Keep me signed in

Can't access your account?

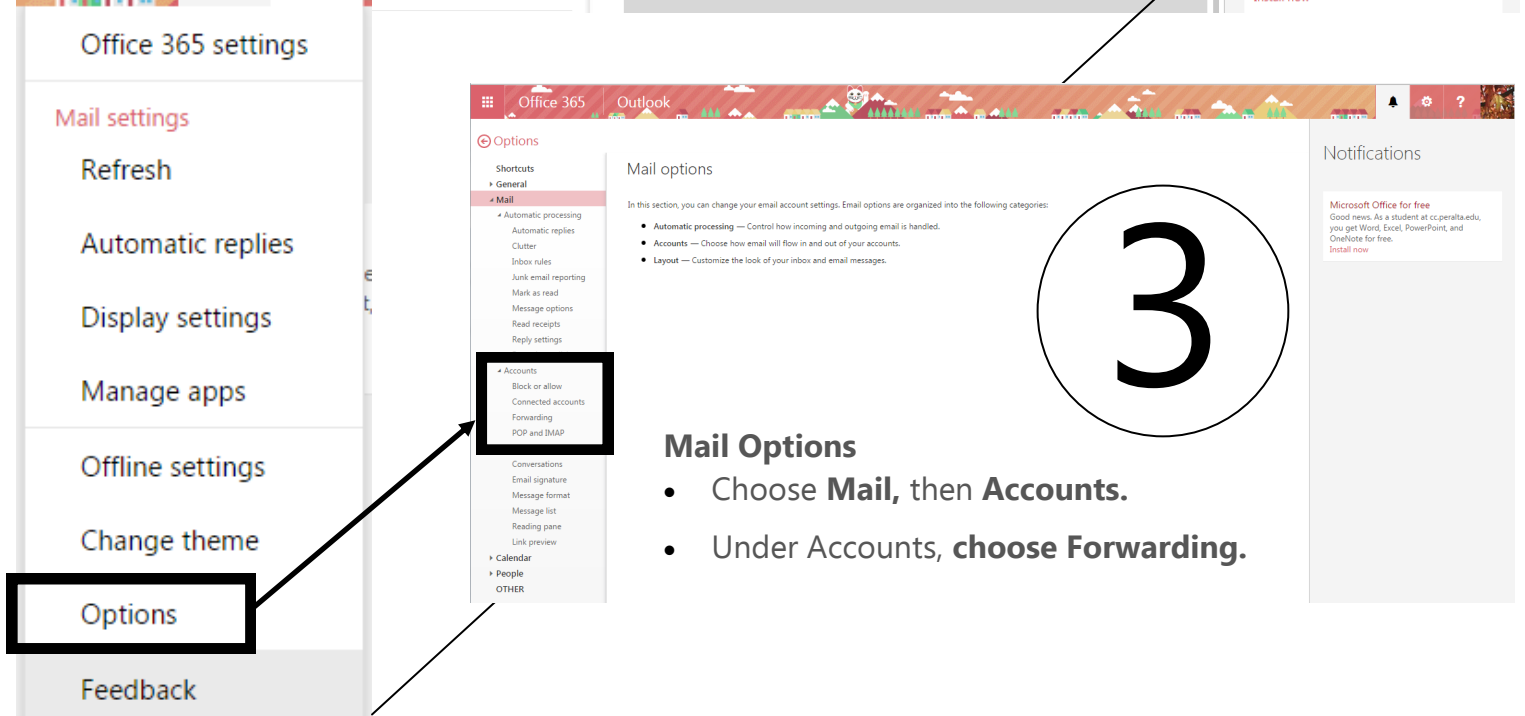
Don't have an account assigned by your work or school?  
Sign in with a Microsoft account

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**2**

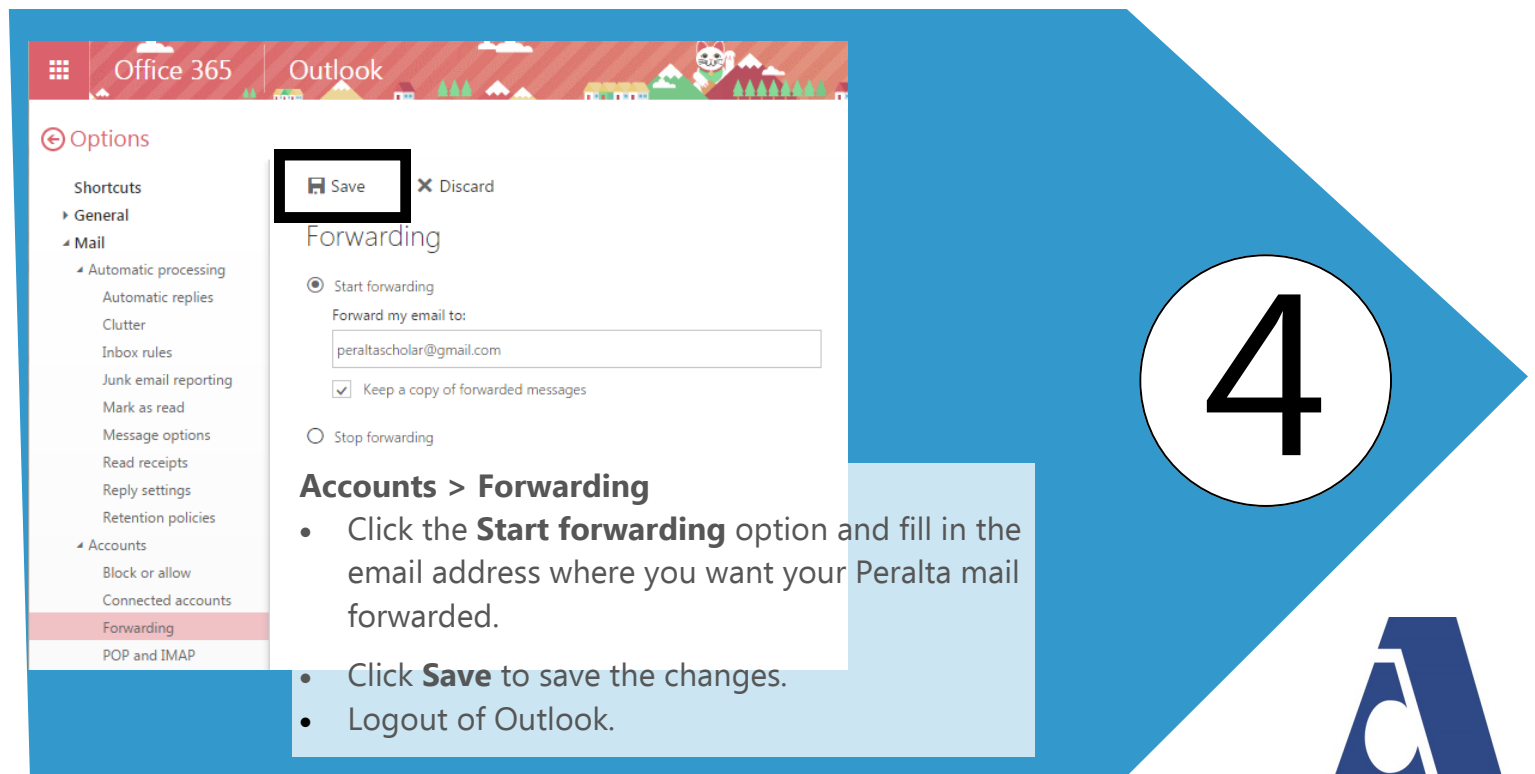
- To change settings, **click on the gear icon.**
- Next choose **Options.**



**3**

### Mail Options

- Choose **Mail**, then **Accounts.**
- Under Accounts, choose **Forwarding.**



**4**

### Accounts > Forwarding

- Click the **Start forwarding** option and fill in the email address where you want your Peralta mail forwarded.
- Click **Save** to save the changes.
- Logout of Outlook.

**\*Note: As a registered Peralta Community College student you can download the Microsoft Office Suite to your device, including: Word, Excel, and Powerpoint!**