
HOW TO USE SKYLINE STUDENT 'MY.SMCCD.EDU' MAIL

1. (If Internet Explorer is on your desktop skip to #3) Click START
2. All Programs
3. Click Internet Explorer
4. Home Page Opens
5. Type SkylineCollege.edu (in the address bar if Skyline College is not your home page)
6. Press Enter on your keyboard
7. Skyline College home page opens
8. Scroll to the bottom of the screen
9. Click WebSMART
10. Enter your ID – G number and Pass Word – Birthday (MMDDYY)
11. Press Enter or click Login
12. Click Student Tab
13. Click Student Email (7th link down the page)
14. College email information is on the bottom left of the screen.
15. Click on e-mail account accessible link – <http://my.smccd.edu> (center of page)
16. Click @my.smccd Email Login button
17. Type your user name then enter your default password (from your email information)
18. Press Enter or click Login
19. Can forward to your regular (personal) email through Settings (follow #20-26 or see instructor)
20. Click Settings (upper right side of page next to your email name)
21. Click Forwarding and POP/IMAP tab in the Settings window
22. Click Add forwarding address and enter your personal home email address and
(Recommend click radio button “keep a copy in the college inbox”)
23. Will ask to verify confirmation
24. Go to your personal email, open this email and follow instructions
25. Go back to Skyline college mail, click radio button next to Forward a copy.....
26. Click Save Changes at bottom of screen.

Now your future college email will be forwarded to your personal email.

