

How to Forward Your mysmccd.edu Email to Your Regular Email Account

Your teacher, and Skyline College, will use your mysmccd email account to share information with you. If you don't check that email, you will miss important news. If you don't want to check your mysmccd account, and you would rather use an email account such as **hotmail, yahoo, gmail**, or another, please take a few minutes to **set up forwarding for your mysmccd email to your regular account.**

Follow these steps:

1. Go to Websmart at <https://websmart.smccd.edu/>
2. In your student account area, click on the link that says "New! Student Email"
3. Here, you may view your email address and password, and you may reset your password.
4. **IMPORTANT:** Open your mysmccd.edu email.

5. Click "Settings" at the top of the page.

The screenshot shows the 'Settings' page with the 'Forwarding and POP/IMAP' tab selected. The page is divided into three main sections: Forwarding, POP Download, and IMAP Access. Each section has numbered callouts (1-9) pointing to specific settings and actions. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#)

Forwarding:

- 1. Disable forwarding
- 2. Forward a copy of incoming mail to

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:

[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 10/21/08
 - Enable POP for **all mail** (even mail that's already been downloaded)
 - Enable POP for **mail that arrives from now on**
 - Disable POP**
2. When messages are accessed with POP
3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:

(access Skyline, Cañada and College of San Mateo Mail from other clients using IMAP)
[Learn more](#)

1. Status: IMAP is disabled
 - Enable IMAP
 - Disable IMAP**
2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Save Changes Cancel