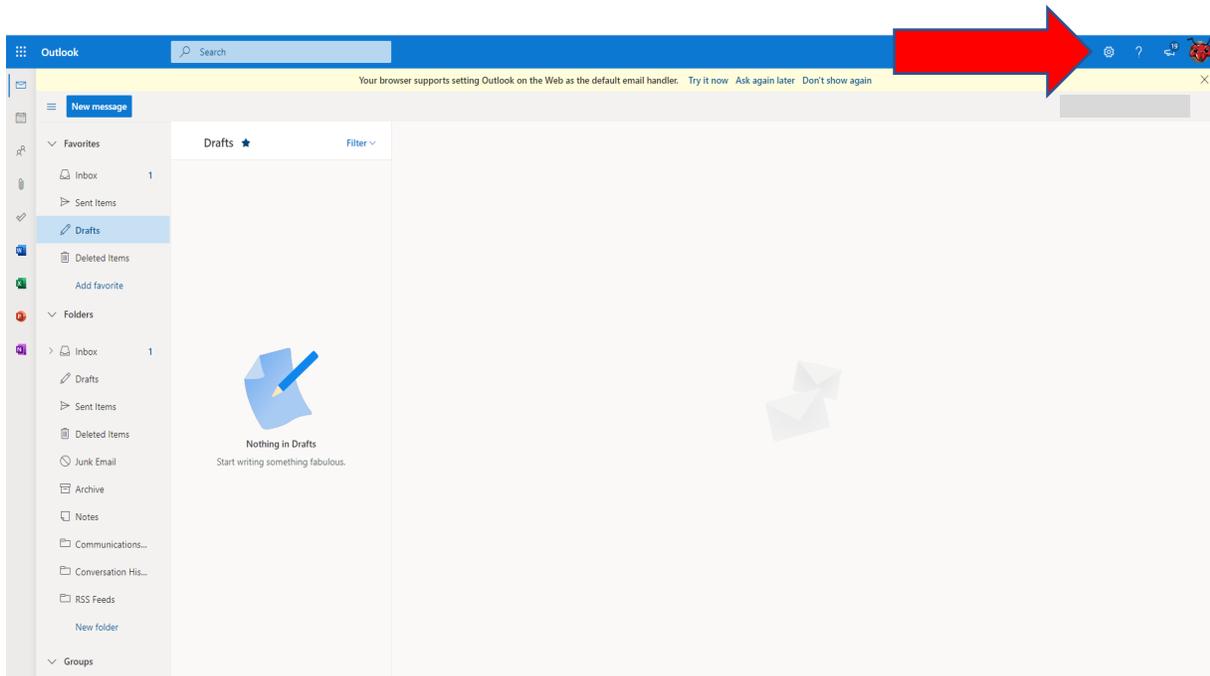
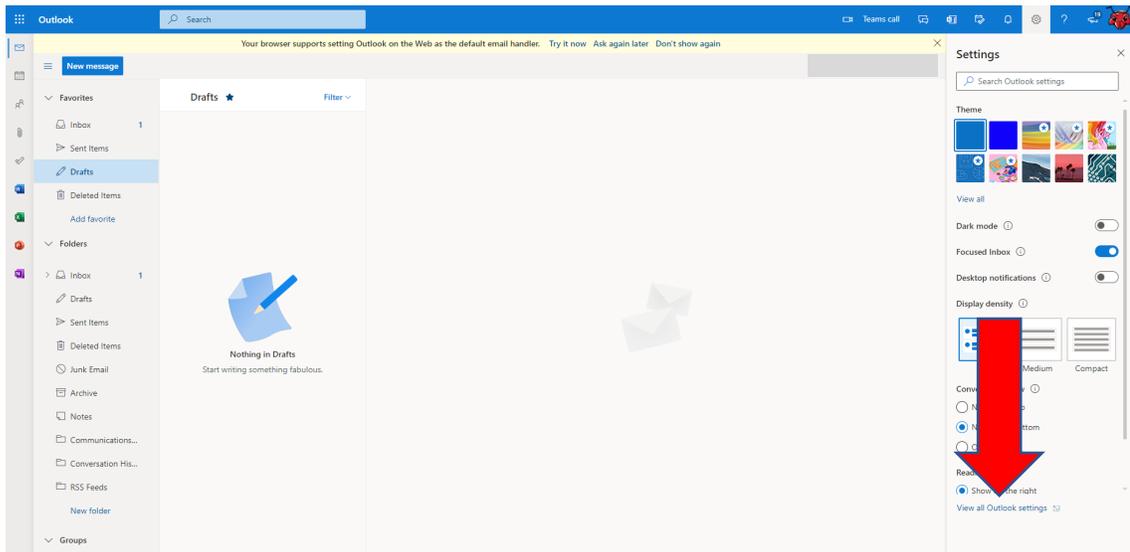


## Steps to Link Student Email to Personal Account.

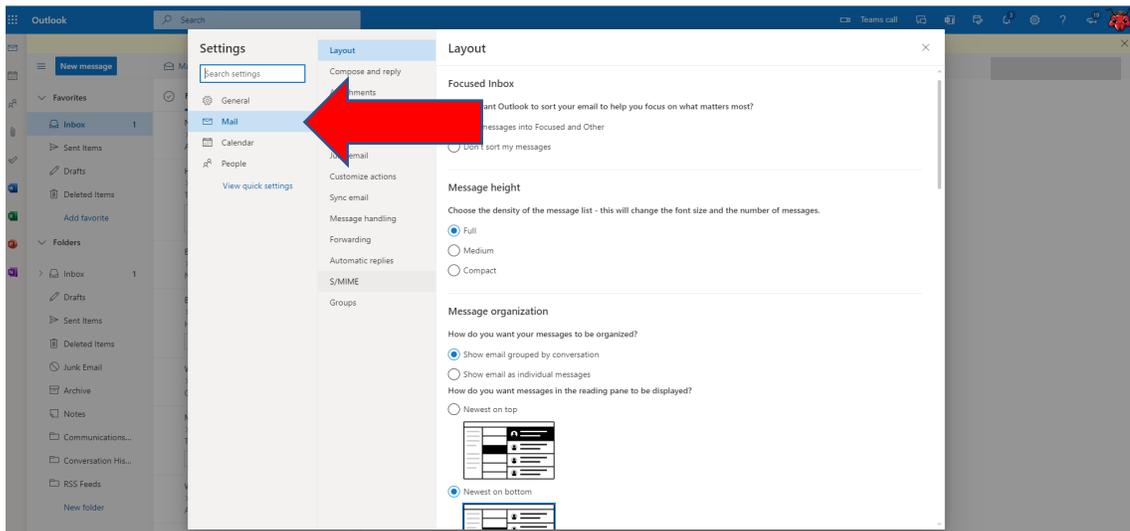
1. Log into your student email account:
  - a. Know your **Network Username** and password. Click on "Update Account Settings". Once you're logged in, you will see your Network Username under the Home tab. Your password for your email will be the same as your SSC login.
  - b. Know your email address – networkusername@email.sc.edu
  - c. To access your email through Office 365 and the Outlook Web App, go to **outlook.com/email.sc.edu**. Login with your email and SSC password.
2. Once logged in, navigate to, and click the settings gear in the top right-hand corner of the screen.



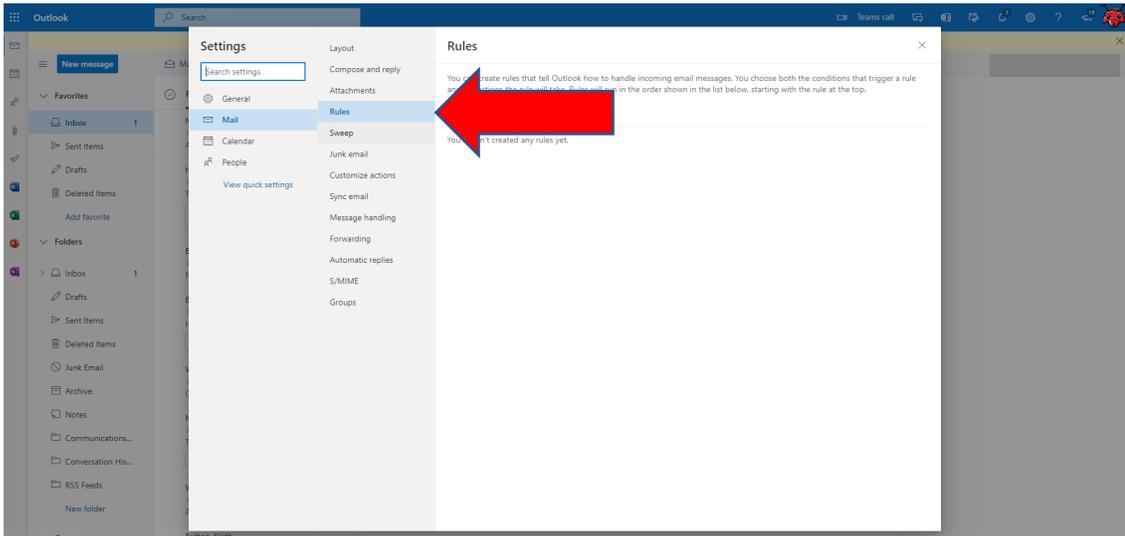
3. Scroll to the bottom of the list and click “View all Outlook Settings”



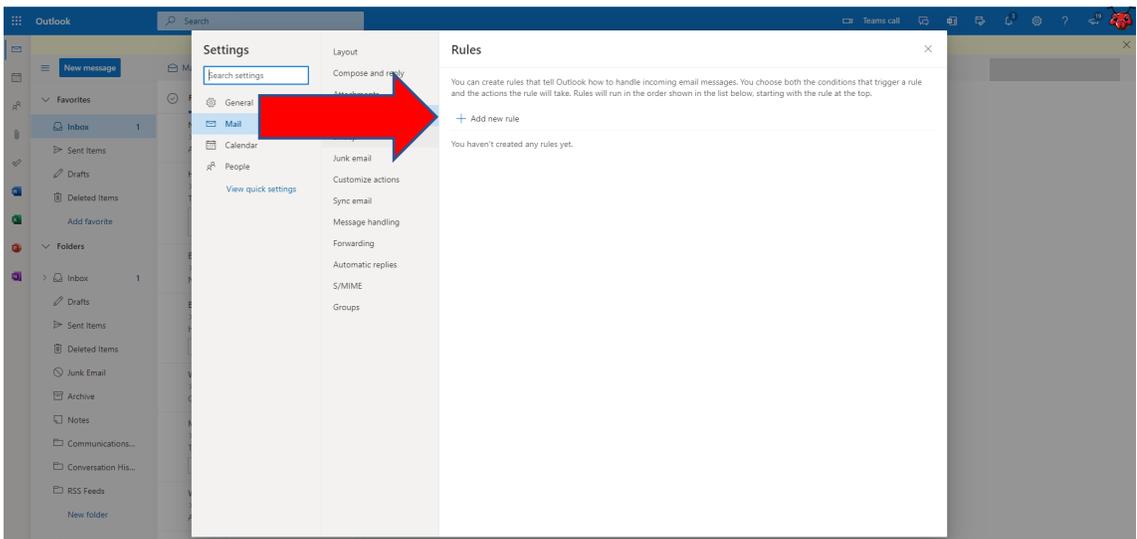
4. Click on the “Mail” tab on the left-hand side.



5. Then click on the “Rules” tab.

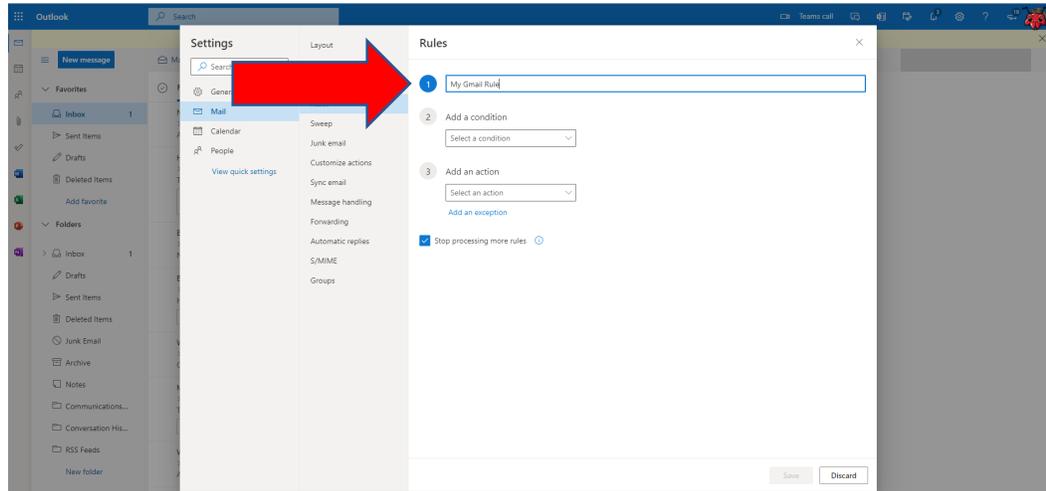


6. Click “Add new rule”



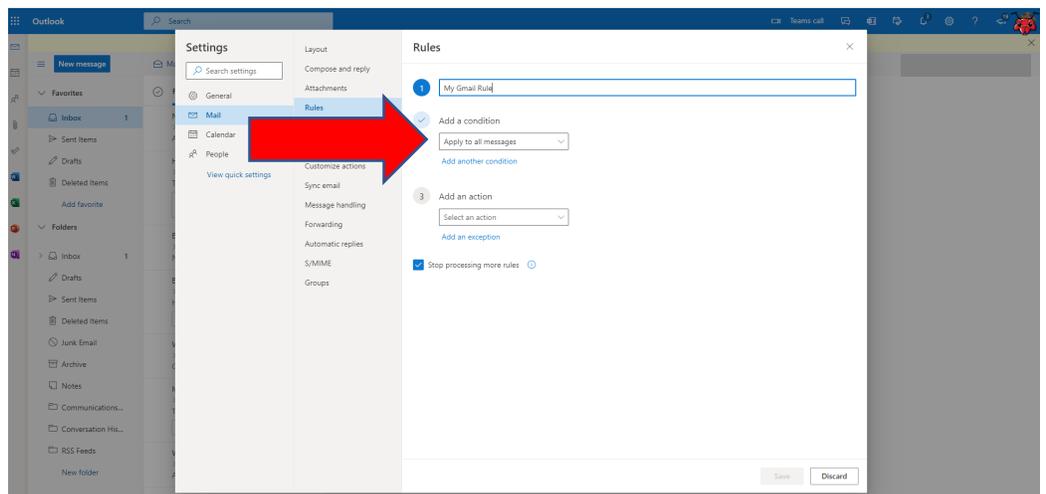
7. Name your rule.

a. Ex: "My Gmail Rule"



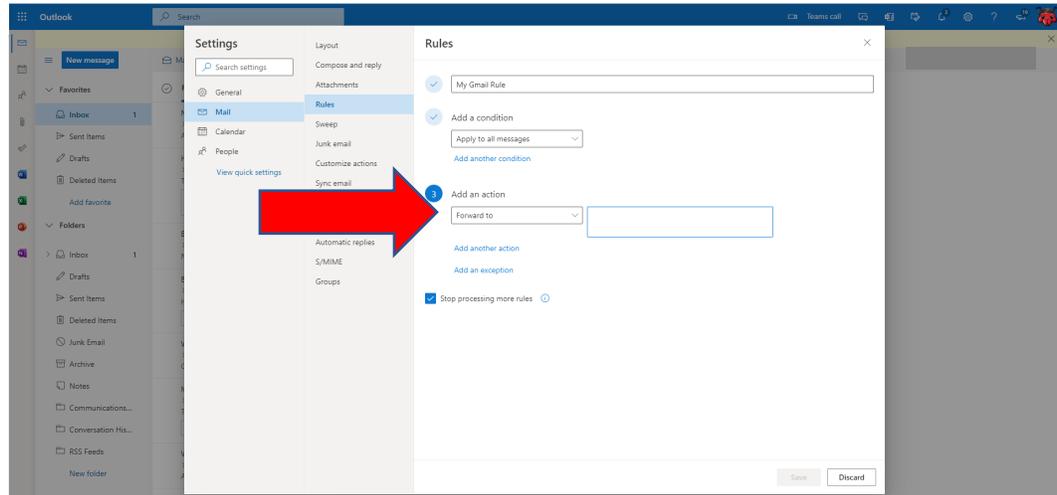
8. Add the following condition:

a. "Apply to all messages"



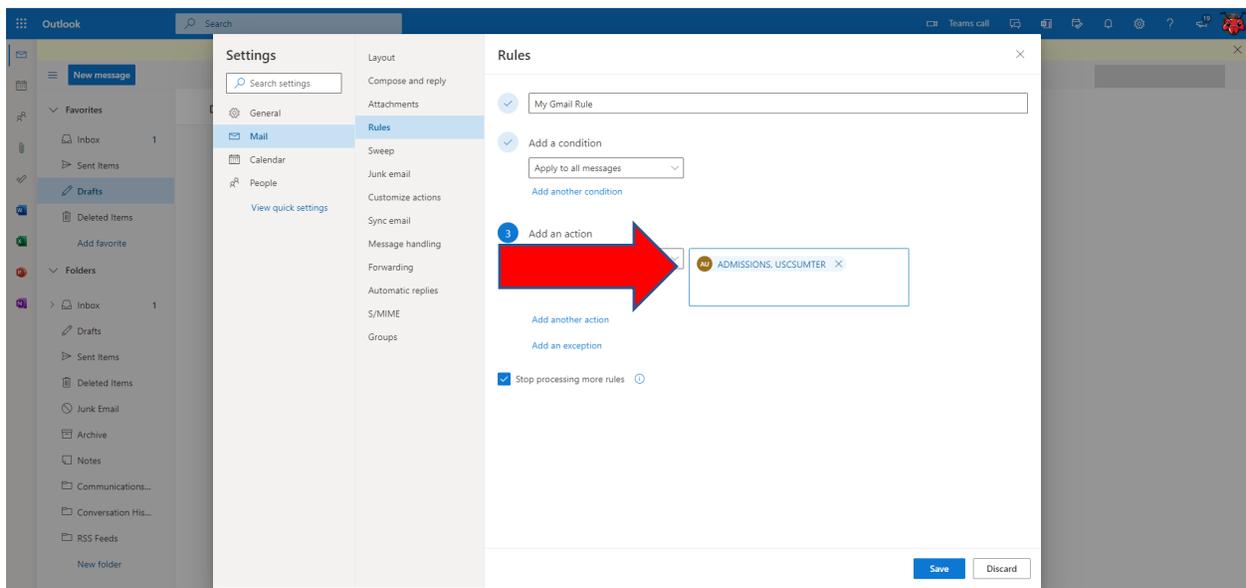
9. Add the following action:

a. "Forward to"



10. Type in your personal email address:

a. Ex: [personalemail@gmail.com](mailto:personalemail@gmail.com)



## 11. Click “Save”

Your rule has now been added and your school email will now be forwarded to your personal inbox. Your screen will look like the screen below. It is now okay to close the window and carry on with your normal email activity.

