Connect to your CSULA email

Step 1: LOG ON to your "myCalStateLA" account.



Forgot Password | Reset Password | First Time Users | Guest

Step 2: On the left column bar, CLICK on the icon "Office 365 Email"



Step 3: CLICK on the "Gear" at the top right corner. Then CLICK on "Mail" at the bottom.

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Settings	×	Notifications On V
Search all settings	Q	My app settings Office 365
		Mail Calendar

Step 4: CLICK "Forwarding" under accounts on the left column. Then, ENTER your name

under "Forward my email to:" to begin forwarding your CSULA email to your personal emails.

	Office 365	Outlook
 Office 365 Options Shortcuts General Mail Automatic processing Automatic replies Clutter 		Save X Discard For Warding Forward my email to:
Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Retention policies	Keep a copy of forwarded messages Stop forwarding	
- A - Li	Block or allow Connected accounts Forwarding POP and IMAP ttachment options Attachment preferences Storage accounts ayout	