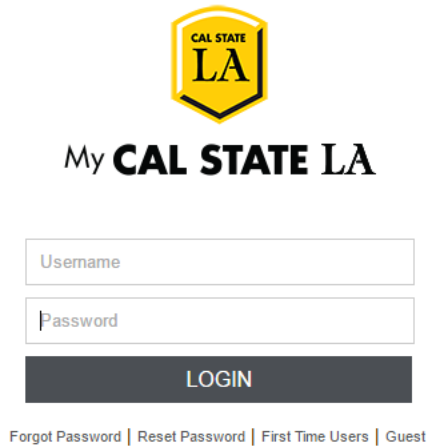


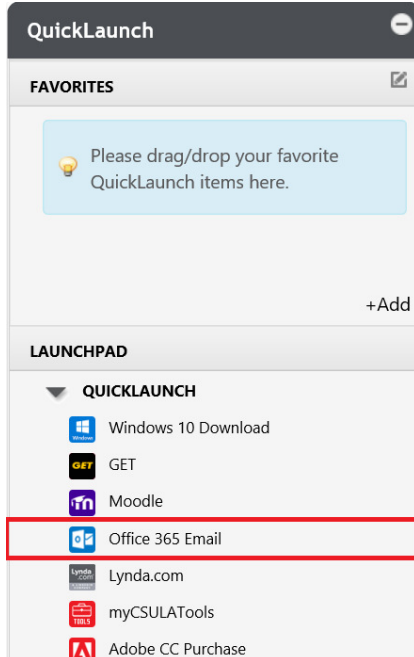
Connect to your CSULA email

Step 1: LOG ON to your “myCalStateLA” account.

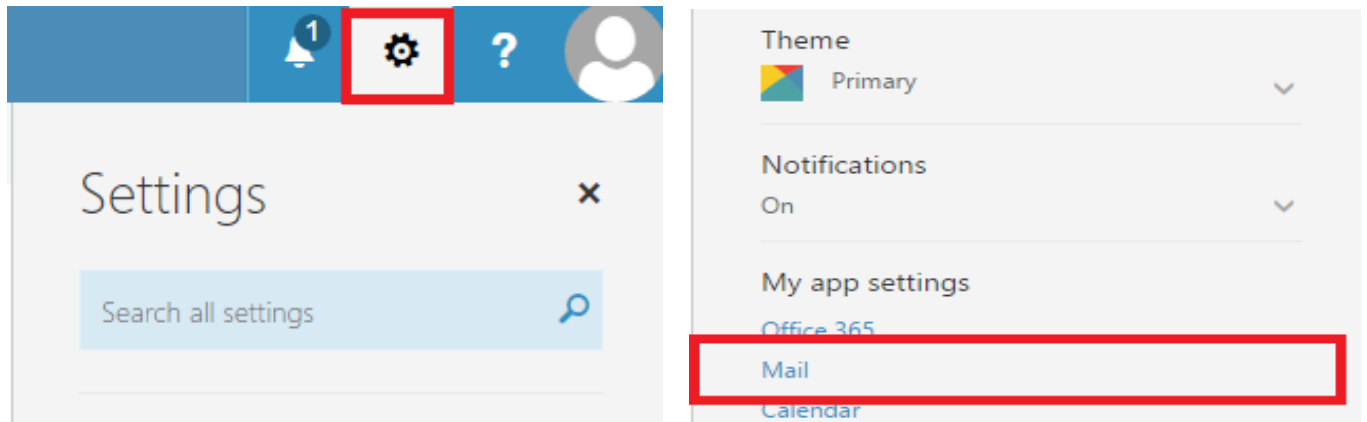


The image shows the login page for My CAL STATE LA. At the top is the Cal State LA logo, a yellow shield with 'CAL STATE LA' inside. Below the logo is the text 'My CAL STATE LA'. There are two input fields: 'Username' and 'Password'. Below these fields is a dark grey button labeled 'LOGIN'. At the bottom of the page, there are links: '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.



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.

