



## Writing and Language Development Center

# Integrating Other Email Addresses with your Yuba College Campus Email

Missing important information because it goes to your campus email account, which you never check? Here's how you can set up your campus account to work with your other accounts, avoiding the hassle of having two separate email addresses.

## 1. Set up and log in to your campus account

If you've never used your campus account before, go to <http://yc.yccd.edu/student/email.aspx> and follow the instructions there to set it up. Then go to [www.outlook.com/yccd.edu](http://www.outlook.com/yccd.edu). You should see a screen that looks like this:

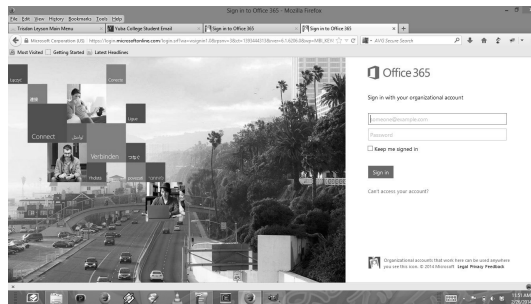


Figure 1: The YCCD Outlook login screen.

Type your username and password into the fields. Your username is the first letter of your last name, followed by your student ID number, followed by @go.yccd.edu. This is also your campus email address.

For example, if your name is Luke Skywalker, and your Yuba College ID number is 1234567, then your login name is S1234567@go.yccd.edu.

Your password is the one you set up earlier; it's the same as your Webadvisor password.

If you have any problems with this step, there is support information at <http://yc.yccd.edu/student/email.aspx> at the bottom of the page.

## 2. Go to the Options screen

Once you've logged in, you'll see your inbox. At the top right corner, next to your name, you should see a gear-shaped icon. Click on it and choose **Options**. This will bring you to the options screen.

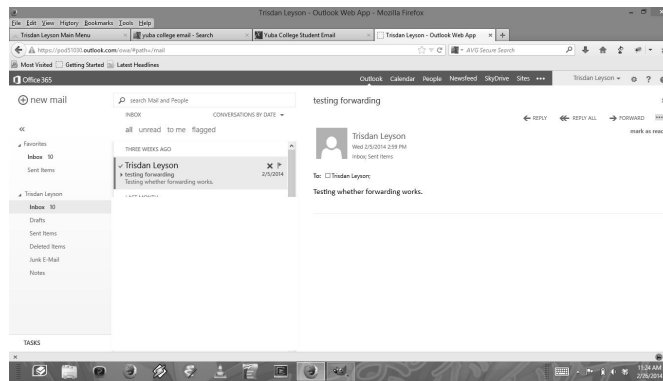


Figure 2: My campus email inbox. Yours should look similar.



Figure 3: Find the gear icon at the upper right corner.

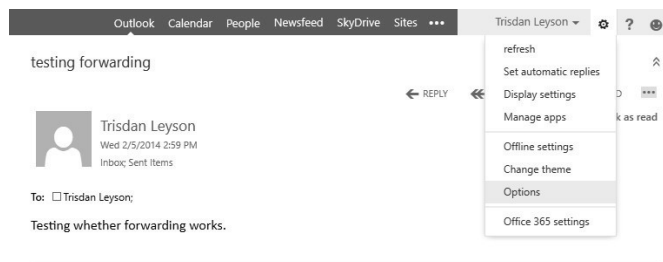


Figure 4: Click on Options

### 3. Linking your accounts

In the Options screen, look above the photo and click on **connected accounts**. This will bring you to a screen where you can link your other accounts with your campus account.

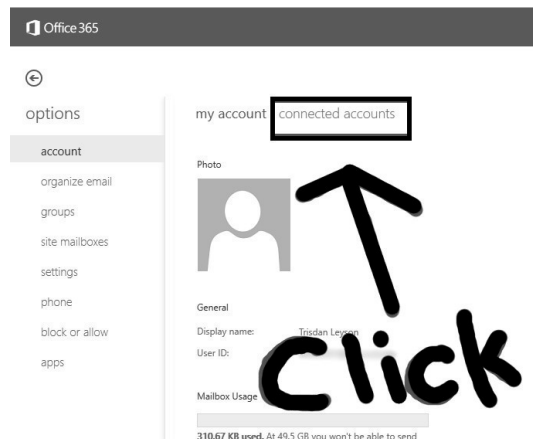


Figure 5: Click on 'connected accounts' just above the photo.

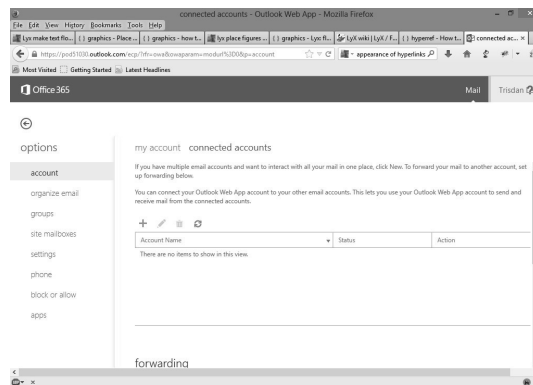


Figure 6: This will bring you to the Connected Accounts screen.

There are two ways you can link your email accounts. If you want to use some other account (such as a Gmail or Yahoo account) as your main email, you can set up a forwarding address. Anything sent to your campus account will also be sent to the forwarding address. This is the easiest way to link your campus email to some other account. If you want to set a forwarding address, go to Step 3.1: Setting up a forwarding address.

You can also set up your campus account as your main account. Mail received by your other accounts will also be sent to your campus account, and you can log in to your campus account and send mail from your other addresses. This is just a little more complicated than forwarding to another address. If you want to set your campus account as your main account, go to Step 3.2: Using your YCCD account as your main account.

### 3.1. Setting up a forwarding address

On the Connected Accounts screen, scroll down to the section headed **forwarding**. You will see a text field with the heading **Forward my email to:** . Enter the address of your main email account into that field.

my account connected accounts

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forwarding

Forward my email to:

luke.skywalker@tatooine.com

☒ Keep a copy of forwarded messages in Outlook Web App

stop forwarding save

connect Office 365 to your networks

Connect to LinkedIn to add your connections as contacts and keep them up to date.

Figure 7: Enter your main email into the field. Here we see Luke’s forward from his days as a student at the YC Campus in Mos Eisley.

If you check **Keep a copy of forwarded messages in Outlook Web App**, then mail sent to your campus account is sent to your forwarding address, but also saved in your campus account. If you uncheck the box, all your forwarded emails are deleted from your campus account after being forwarded. I recommend that you check this box. Having backups of important messages can be useful. Your campus account comes with around 50 gigabytes of storage, and it takes about 100,000 emails to fill that much space, so you aren’t going to run out of space any time soon.

Now click **save**. All the mail sent to your campus account will now go automatically to your main account. After setting up this forward, anything that Luke Skywalker receives at **S1234567@go.yccd.edu** will also be sent to **luke.skywalker@tatooine.com**. Go to Step 4.

### 3.2. Using your YCCD account as your main account

If you’d like to switch over to using your YCCD account as your primary email, you can manage email at other accounts by linking them. On the connected accounts screen, click on the + (plus sign) near the top to add a connected email address.

my account connected accounts

If you have multiple email accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

You can connect your Outlook Web App account to your other email accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

**+**

Account Name	Status	Action
There are no items to show in this view.		

forwarding

Figure 8: Click on the plus sign to add a new connected account.

Clicking the plus sign will open a popup, where you can enter the address and password of your other accounts. As

the app reminds you, this is the address whose mail you wish to receive at your campus account, and the password you would use to access that address. In the figure below, we see Luke Skywalker's address and password.

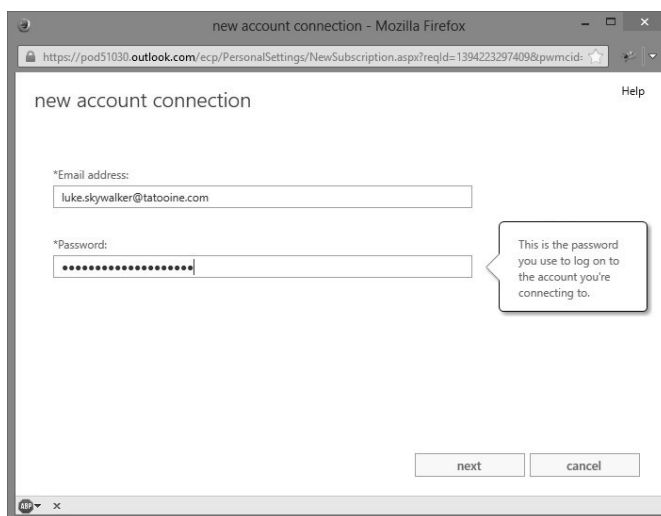


Figure 9: Luke's account information from his time at the YC campus in Mos Eisley.

This means that Luke wants all the mail sent to `luke.skywalker@tatooine.com` to also be sent to `S1234567@go.yccd.edu`. The password he enters is whatever password he uses when he logs in to `luke.skywalker@tatooine.com`.

Once you've entered your email address and password, click **next**. The application will find your account, add it to the list of linked accounts, and download all your email from that account to your campus account. Now you can manage all your email from your campus account.

By default, if Luke replies to an email that was sent to `luke.skywalker@tatooine.com`, the reply comes from `luke.skywalker@tatooine.com`. If he replies to an email sent to `S1234567@go.yccd.edu`, that's where the reply comes from. You can also set up the application to always reply from the same address. This could be useful if you want to hide one of your addresses from certain correspondents, or if you want to transition over to using just one address.

## 4. Testing it out

To make sure everything worked, send an email to yourself and verify that it arrives where you expected it.

Go back to your campus inbox by clicking the blue arrow at the upper left corner of the connected accounts screen.

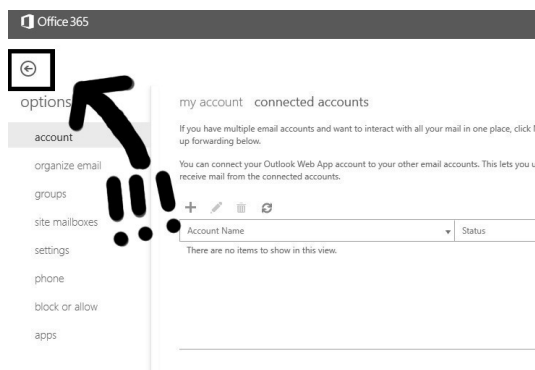


Figure 10: Return to your campus inbox by clicking the blue arrow at the upper left.

If you followed step 3.1 and set up a forwarding address, send an email to your campus account. Yes, you can send an email from your campus account to your campus account. Just enter your campus account address (which is the same as your login ID—`S1234567@go.yccd.edu` if you're Luke Skywalker) as the receiver.

Once you've sent the email, it should appear in your campus inbox within a minute or so. If you look back at Figure 2, you can see that I have the message from when I did this in my inbox. If your message doesn't appear, try logging out of your campus account and then logging in again.

When you see the email in your campus inbox, go and log in to your forwarding address. You should see the same email in this account's inbox.

If you followed step 3.2 and connected your other account to your campus account, send an email to the other account. This message should appear in your campus inbox. If you're Luke Skywalker, send a message to `luke.skywalker@tatooine.com`. It should appear in the inbox at `S1234567@go.yccd.edu`.

## 5. What to do if it didn't work

If you followed step 4 and still aren't seeing your test message, don't panic. Try logging out of all of your accounts, then logging in again. Go back and carefully repeat steps 2 through 4, making sure to do exactly as the directions say. If you followed step 3.2 and it didn't work, try following step 3.1 instead. If you followed step 3.1 and it didn't work, you can also try following step 3.2, although there's a bit more that can go wrong there.

If nothing is working and you find yourself getting frustrated, just give up for now. Try again later. You might see something you missed. The email service might even have gone down. It happened while I was writing this. If all else fails, come to the WLDC and ask for help. Most of our tutors are computer-literate people who can help you set this up.