

*How to get your Solano email  
forwarded to your personal email  
address in three easy steps!*

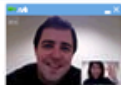
First log in to your Solano email  
account at MySolano. Once you're in  
your email account...

[Show search options](#)  
[Create a filter](#)[Compose Mail](#)**Inbox (3)**[Starred](#) ★[Sent Mail](#)[Drafts](#)[Follow up](#)[Misc](#)[Priority](#)[4 more ▼](#)[Contacts](#)[Tasks](#)

## - Chat

● John Adams

Set status here ▼

**Text chats are saved and searchable.**[Learn more](#)**Talk face to face**[Try video chat](#)[Options ▼](#)[Add Contact](#)      [Refresh](#)

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	★ tmmri30	CSM Learning 2.0 slide prez Fall 2009 - I've shared CSM Learning 2.0	12/8/09
<input type="checkbox"/>	★ tmmri30	CSM Learning 2.0 Spreadsheet Example December 9 - I've shared CSM	12/8/09
<input type="checkbox"/>	★ tmmri30	CSM Learning 2.0 Document Example December 9 - I've shared CSM Learning 2.0 Document Example December!	12/8/09

Select: All, None, Read, Unread, Starred, Unstarred

      [Refresh](#)

1 - 3 of 3

Click on "Settings" in the upper right hand corner

Select multiple conversations at once – check the first, then press shift and check the last.

**You are currently using 0 MB (0%) of your 7415 MB.**Last account activity: 35 minutes ago on this computer. [Details](#)©2010 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#) - [Google Home](#)

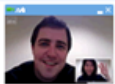
Powered by

[Show search options](#)  
[Create a filter](#)[Compose Mail](#)[Inbox \(3\)](#)[Starred](#) ★[Sent Mail](#)[Drafts](#)[Follow up](#)[Misc](#)[Priority](#)[4 more ▼](#)[Contacts](#)[Tasks](#)

## - Chat

● John Adams

Set status here ▼

Text chats are saved  
and searchable.[Learn more](#)

Talk face to face

[Try video chat](#)[Options ▼](#)[Add Contact](#)

## Settings

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

Language:

Mail display language: English (US) ▼

[Show all language options](#)

Maximum page size: Show 50 ▼ conversations

Keyboard shortcuts: ☒ Keyboard shortcuts[Learn more](#) ☐ Keyboard shortcutsExternal content: ☒ Always display external content☐ Ask before displaying external contentsenders - [Learn more](#)

Browser connection:

[Learn more](#)☐ Always use https☐ Don't always use https

My picture:

[Learn more](#)[Select a picture](#) that everyone will see when you email them.

Contacts' pictures:

[Learn more](#)☒ Show all pictures☐ Only show pictures that I've chosen for my contacts - Pictures your contacts select for themselves will not be displayed.

Signature:

(appended at the end of all outgoing  
messages)☒ No signature☐

Personal level indicators:

☒ No indicators☐ Show indicators - Display an arrow ( > ) by messages sent to my address (not a mailing list), and a double arrow ( >> ) by messages sent only to me.

Snippets:

☒ Show snippets - Show snippets of the message (like Google web search!).☐ No snippets - Show subject only.Click on "Forwarding  
and POP/IMAP"

[Show search options](#)  
[Create a filter](#)[Compose Mail](#)[Inbox \(3\)](#)[Starred](#) [Sent Mail](#)[Drafts](#)[Follow up](#)[Misc](#)[Priority](#)[4 more ▼](#)[Contacts](#)[Tasks](#)[Chat](#) **John Adams**

Set status here ▼

Text chats are saved  
and searchable.[Learn more](#)Talk face to face  
[Try video chat](#)[Options ▼](#)[Add Contact](#)**Settings**[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#)**Forwarding:**

- ☐ Disable forwarding  
☒ 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 12/8/09  
☐ 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](#)

Enter the email address  
you would like to have  
messages forwarded to  
and click the SAVE  
CHANGES button at the  
bottom.

SAVE!

Now all the email that goes to your Solano Student Email account will also be forwarded to your personal email account. Voila!