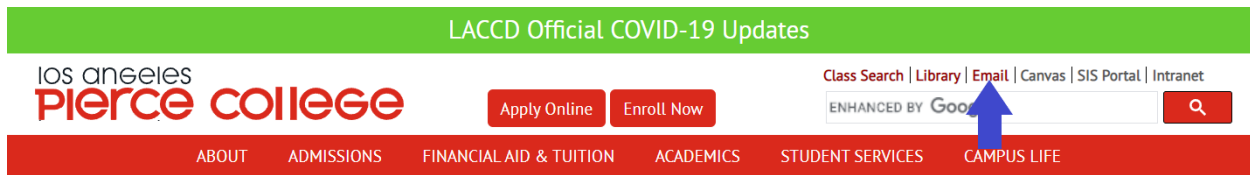


# New Students: How to Access Your Student Email, Set up Password Reset, Email Forwarding

1. Go to the Los Angeles Pierce College main web page at piercecollege.edu. Click on Email.



2. Type in your student I.D. number and password to sign in.

**CITY**  
**EAST**  
**HARBOR**  
**MISSION**  
**PIERCE**  
**SOUTHWEST**  
**TRADE-TECH**  
**VALLEY**  
**WEST**

**Free Online and In-person Tutoring!**  
Available now, live 24/7 online ESL, English, Writing, Math, and Statistics tutoring.  
To meet with an online tutor, click on the "Online Tutoring" button or visit the Learning Resource Center for in-person tutoring.

Sign in with your organizational account

Student ID, SAP ID or Office365 Email

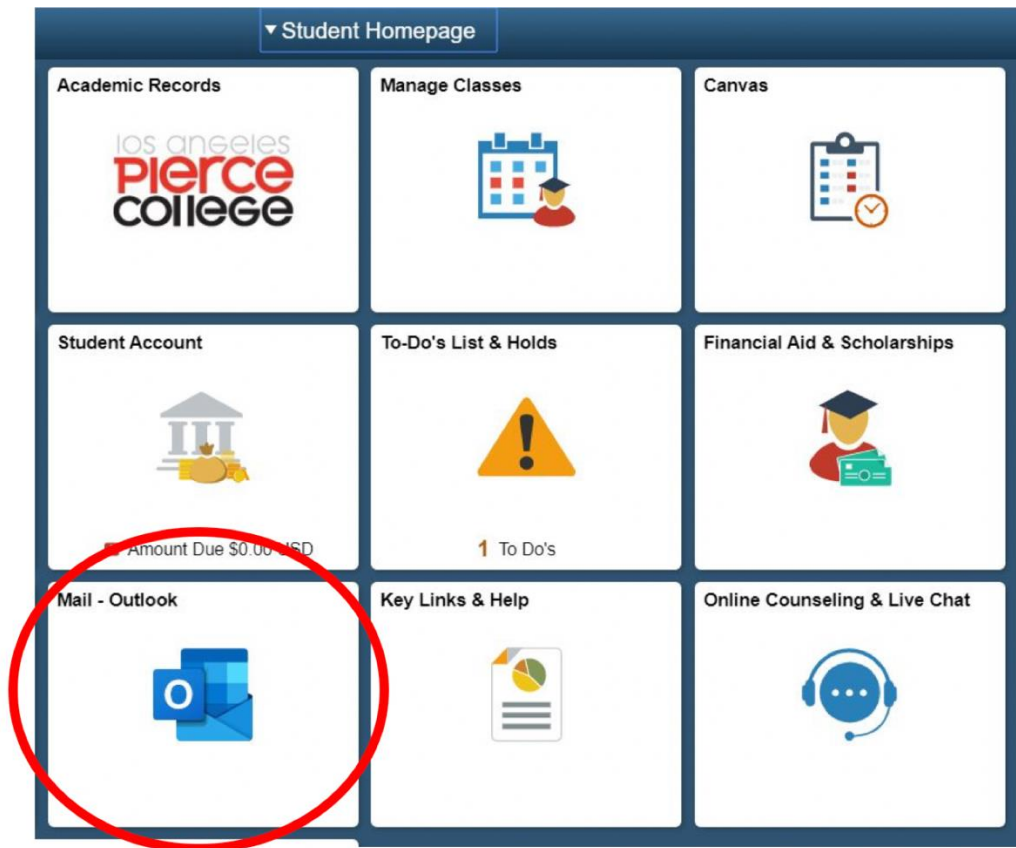
Password

**Sign in**

1st time signing in? [Click here.](#)  
Forgot your password? [Click here.](#)  
New Microsoft forget your password? [Click here.](#)

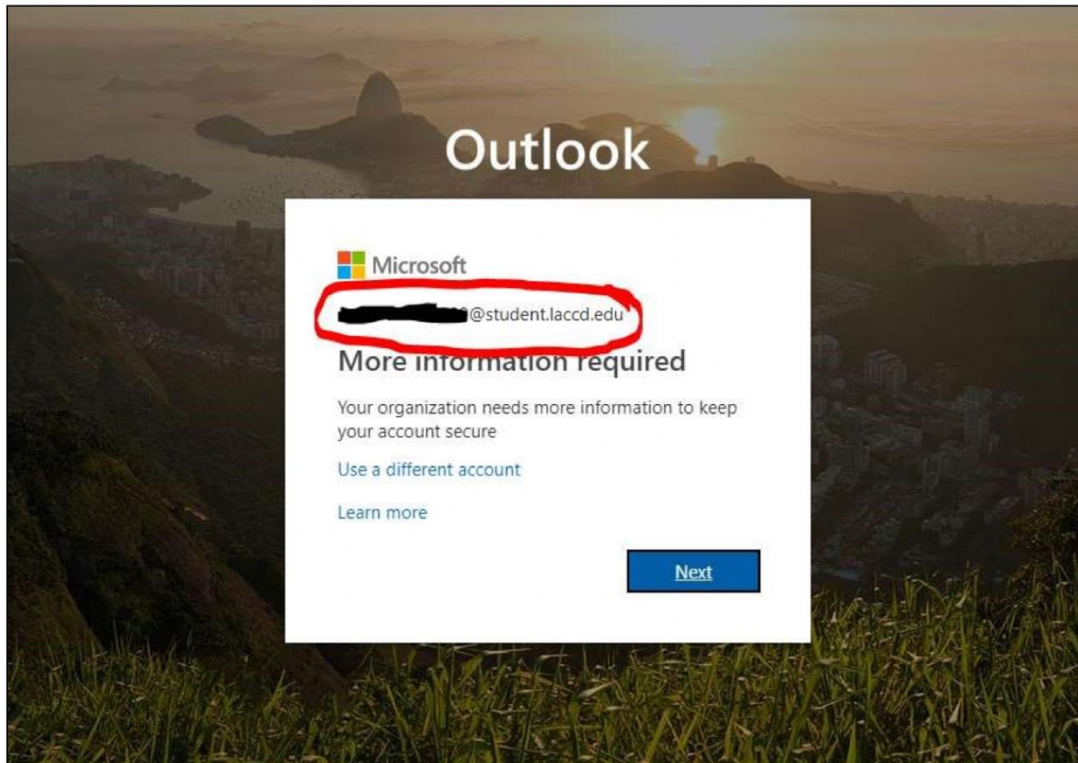
# New Students: How to Access Your Student Email, Set up Password Reset, Email Forwarding

3. From your Student Homepage, select on the Mail Outlook tile.



## New Students: How to Access Your Student Email, Set up Password Reset, Email Forwarding

4. A message will ask you to provide additional information. Please write down your @student.laccd.edu email address listed in the message. You will be required to use your @student.laccd.edu email address to reset your password in the future. Select “Next.”



# New Students: How to Access Your Student Email, Set up Password Reset, Email Forwarding

5. Select the “Set it up now” link next to either or both of the authentication methods listed.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We want you to be secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now

finish cancel

a) Authentication via phone will require a cell phone with text messaging capabilities, if “Text Me” is selected. Otherwise “Call me” can be utilized.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

text me call me

back

b) A secondary Authentication email (i.e. Yahoo, Gmail, Google) can also be set up to email your authentication codes.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

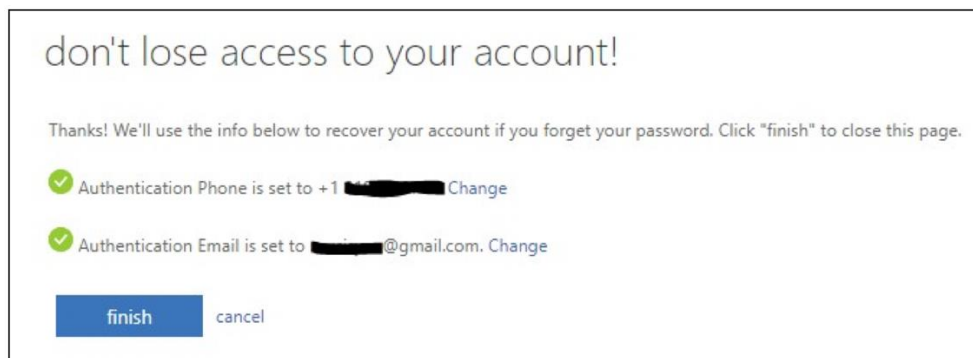
Enter your authentication email address

email me

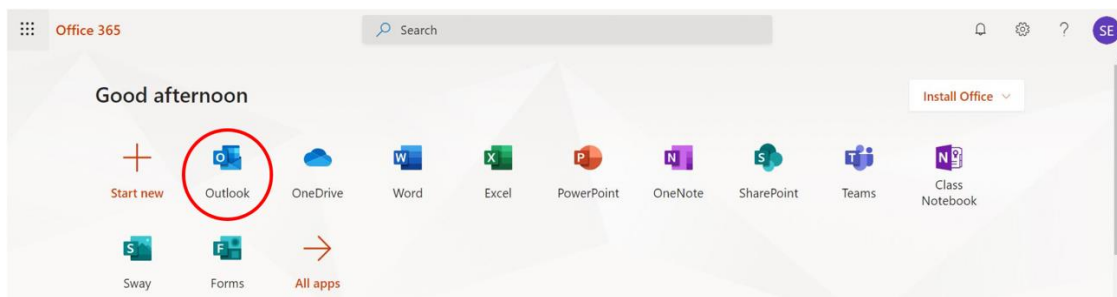
back

# New Students: How to Access Your Student Email, Set up Password Reset, Email Forwarding

6. Once registration of a phone and/or email is completed, you may select "Finish."

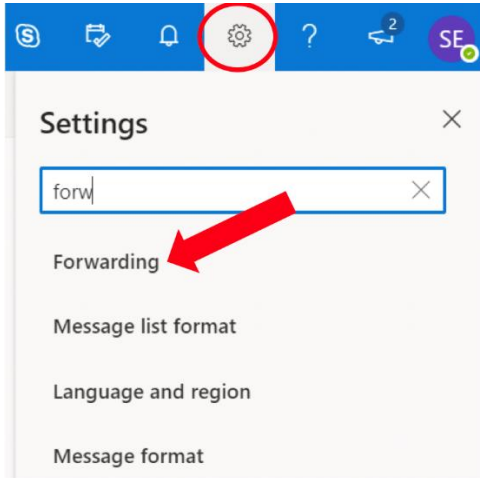


7. Select on the Outlook email icon.

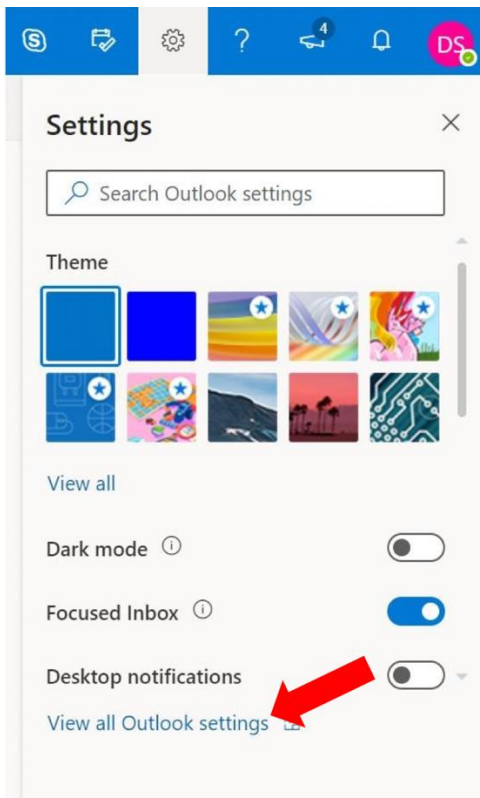


# New Students: How to Access Your Student Email, Set up Password Reset, Email Forwarding

8. To set up email forwarding, select on the cog wheel icon for Settings. Type the word “forwarding.” Select on the word “Forwarding” in the list below your search.



9. If the list doesn't come up, select “View all Outlook” settings at the bottom of that list.



# New Students: How to Access Your Student Email, Set up Password Reset, Email Forwarding

10. Select on “Mail” on the left, then select on “Forwarding.” Select on the box next to “Enable forwarding.” Type in your preferred email address where you would like your email to be forwarded. You can choose to keep a copy of your forwarded messages in your student email by selecting on the box. Be sure to select the “Save” button.

