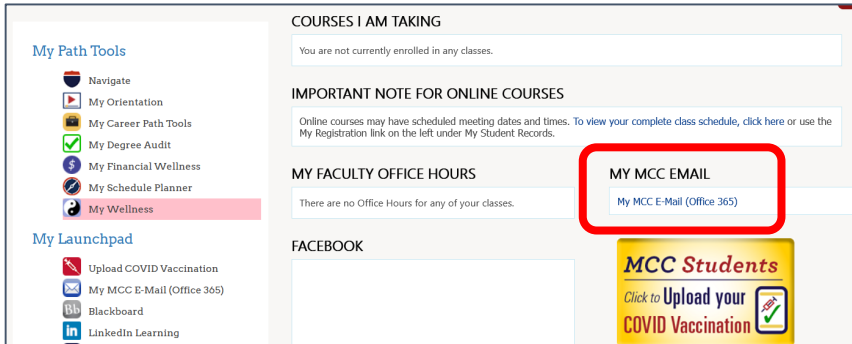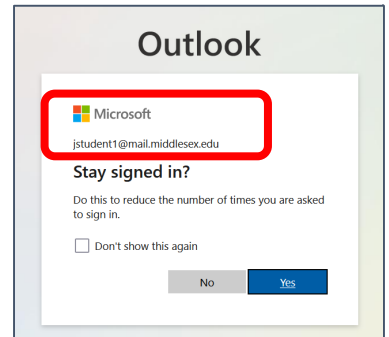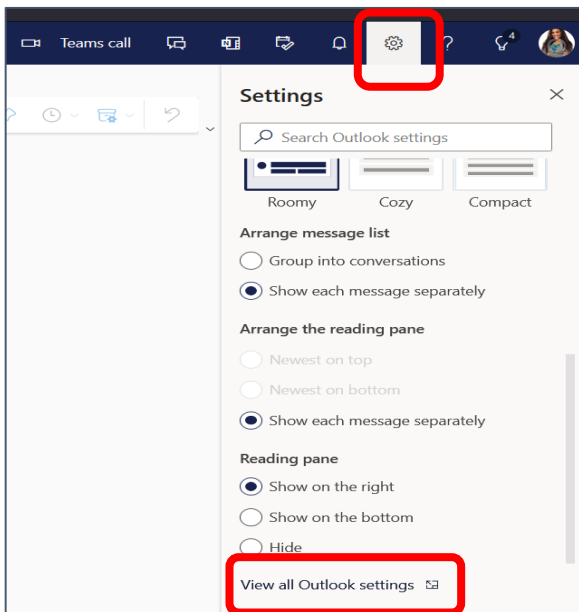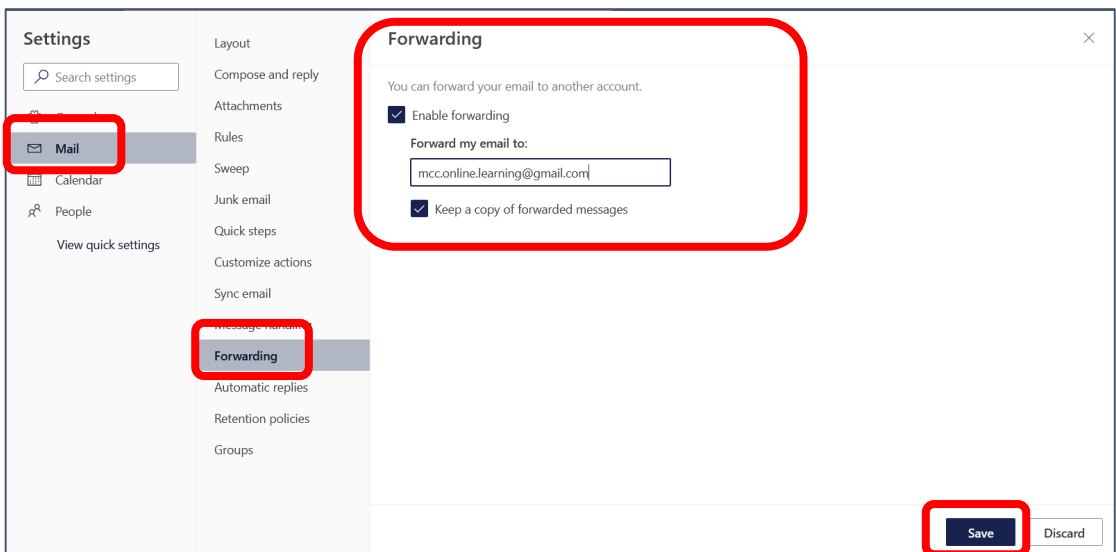# Forward MCC Email to your Personal Email

1. Sign in to My MCC (with your A00 number and password)
2. Click on My MCC Email (Office 365).

3. Sign-in to Microsoft account (if prompted).
4. Click Settings > View All Outlook Settings.

5. Choose Mail > Forwarding > Click On Enable Forwarding > Type in your Personal Email > Save.

6. You will receive a Forwarding Confirmation on your School Email.