

How to Forward Your Student Email to Your Personal Email Address

- 1) Login to [MyNCC](#).
 - a) Go to the school's main site and click on current students
 - b) Under the heading "Quick Links" you will see a link that says logins. Click it.
 - c) Click the link that says MyNCC and then log in with your student information.
- 2) Click on the link on the left hand side entitled Student Home.
- 3) Click on the link under help links entitled Student Email.
- 4) When you are on your email, go to settings:
 - a) This will be in the upper right-hand corner of the page next to your email address (i.e., yourname@spartan.northampton.edu). It will look like a little wheel, click on it, and then click the link that says "mail settings."
- 5) In your settings you will see multiple tabs at the top, under the word "Settings," click the tab that says "Forwarding and POP/IMAP".
- 6) In the first section you will see a link that says "Add a forwarding address," click it and enter your personal email address.
- 7) You will then need to verify that email with a security code it sends to your personal email.
- 8) Hit save and you are done!
- 9) Any questions contact the Helpdesk at (610) 861-5413 or helpdesk@northampton.edu