Steps to Link Student Email to Personal Account.

- 1. Log into your student email account:
 - a. Know your <u>Network Username</u> and password. Click on "Update Account Settings". Once you're logged in, you will see your Network Username under the Home tab. Your password for your email will be the same as your SSC login.

- b. Know your email address networkusername@email.sc.edu
- c. To access your email through Office 365 and the Outlook Web App, go to <u>outlook.com/email.sc.edu</u>. Login with your email and SSC password.
- 2. Once logged in, navigate to, and click the settings gear in the top right-hand corner of the screen.

	Outlook	,∕⊃ Search			•	? 🛁	1
		Your br	owser supports setting Outlook on the Web as the default email handler. Try it now Ask again later Don't show again		-		×
	New message			,			
RR	\vee Favorites	Drafts ★ Filter 🗸					
	🖓 Inbox 1						
	▷ Sent Items						
~	🖉 Drafts						
	Deleted Items						
4	Add favorite						
•	✓ Folders						
a	 A Inbox Drafts Sent Items Deleted Items Archive Notes Conversation His RSS Feeds New folder Goups 	Value Value Start writing something fabulous					

3. Scroll to the bottom of the list and click "View all Outlook Settings"

	Outlook			다리 Teams call 다	ब 🕫 ० 🐵 ? 🗳 🍑
	New message	Your browser supports setting Or	rtlook on the Web as the default email handler. Try it now Ask again later Don't show again	×	Settings ×
я ^R	✓ Favorites	Drafts 🖈 🛛 Filter 🗸			Theme
0	🗋 Inbox 1				
~	➢ Sent Items				
_	🖉 Drafts				🔜 🧐 💽 📶 🎊
	Deleted Items				View all
8	Add favorite				Dark mode 🕕 💿
0	✓ Folders				Focused Inbox (i)
0	> 🗋 Inbox 1				Desktop notifications ①
	🖉 Drafts				Display density (i)
	> Sent Items				
	Deleted Items				
	🛇 Junk Email	Start writing something fabulous.			Medium Compact
	Archive				Convert v 🛈
	Notes				O N P
	Communications				N ttom
	Conversation His				
	🗈 RSS Feeds				Read Show the right
	New folder				View all Outlook settings 😒
	∨ Groups				

4. Click on the "Mail" tab on the left-hand side.

	Outlook	₽ s	earch			🖽 Te	sams call	Ģ,	1	₽	¢3	0	? 🖏	\$
	New message	ΩM	Settings Kearch settings	Layout Compose and reply	Layout			×						×
	✓ Favorites Inbox 1 ➢ Sent Items		Barch settings Barch settings Image: Second and Sec	binnents	Focused Inbox Int Outlook to sort your email to help you focus on what matters most? Intersages into Focused and Other Intersages Internal									
3 3 3				Customize actions Synce enail Message height Choose the density of the message list - this will change the font size and the number of messages. Forwarding Automatic replies O Medium Compact										
	Prafts Sent Items Deterted Items Archive Archive Notes Communications ESFReds New folder			Groups	Message organization How do you want your messages to be organized?									

5. Then click on the "Rules" tab.

Settings Lyout Process Compare and reply Post terms Mail Post terms Mail Post terms Cancer and reply Post terms Ca	~

6. Click "Add new rule"

	Outlook	۶ ۹	earch		다 Teams call 「굿	•	₽	¢ ³	@ ?	< ¹⁹	-
	Now mercano	0.14	Settings	Layout	Rules ×						×
	 Favorites 		Search settings	Compose and reply	You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.						
0	🔓 Inbox 1		🖾 Mail		+ Add new rule						
ø	 Sent Items Drafts 		μ ^R Calendar	Junk email	You haven't created any rules yet.						
	Deleted items		View quick settings	Sync email							
•	Add favorite			Message handling Forwarding							
a	> 🗋 Inbox 1			Automatic replies S/MIME							
	 Drafts Sent Items 			Groups							
	Deleted Items										
	S Junk Email										
	Notes										
	Communications Conversation His										
	C RSS Feeds	1									
	New folder		Poitton Voith								

- 7. Name your rule.
 - a. Ex: "My Gmail Rule"



- 8. Add the following condition:
 - a. "Apply to all messages"

	₽ s	earch			🖽 Teams call	G	-		~~ 🏹
Folder Fourther Fourther Fourther Fourther Fourther Durits Durits Fourther fou		Settings Casch settings Calendar R ² People View quick settings	Layout Compose and reply Attachments Rules Customese actions Syne amail Remarks handling Romandi Romanding Romanding Romanding Romanding Romanding	Rules Image: Second S	5m Da	×			
		Ritton Koith							

- 9. Add the following action:
 - a. "Forward to"

 Outlook	,₽ se	arch			🖽 Teams call	53	41	₽	¢ ³	© ?	e.	*
New message	⊖ Ma	Settings	Layout Compose and reply	Rules		×						×
		∑ Sarch settings ⊘ General ∑ Mail ∑ Calendar √ People View quick settings	Compose and reply Attachments Durker Sweep Lunke email Costomize actions Synce email Automain: replies SAMME Groups	Inty Cinail Rule Add a condition Add another condition Image: Add an ecologies Add an ecologies Image: Add an ecologies								

- 10. Type in your personal email address:
 - a. Ex: personalemail@gmail.com

11. Click "Save"

Your rule has now been added and your school email will now be forwarded to your personal inbox. Your screen will look like the screen below. It is now okay to close the window and carry on with your normal email activity.

