

How Do I Forward My Insite Email?

Go to www.contracosta.edu
Click on [InSite/WebAdvisor](#)
Log in to Insite Portal



1. Click on Email Forwarding

Click here to check out all the fabulous features on the *InSite Mail* information page.

1. You must first visit your *InSite Mail* account to Activate it: [Click Here to Access](#)
2. Complete the fields below and click OK:

Forwarding Email Address

Confirm Email Address

- 2. Read the instructions**
- 3. Follow steps 1 and 2**
- 4. Enter in forwarding email address twice and click ok**