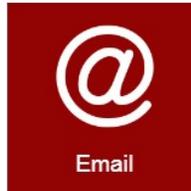# How Do I Forward My Insite Email to My Personal Email?

1. Go to www.contracosta.edu

2. Click on InSite

3. Log in to InSite Portal

4. Select the email tile and log into your Contra Costa College Email.

5. Click on the Settings Icon

6. Choose "Forwarding

7. Enter your personal Email address.

8. *It is recommended to keep a copy of your emails in your InSite account.