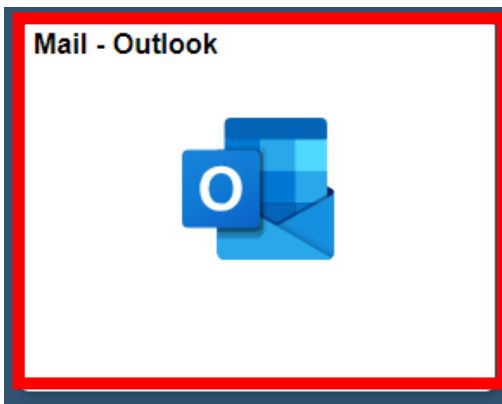# ELAC WSRC
WELCOME & SUPPORT RESOURCE CENTER

ELAC: How to Set-Up Email Forwarding

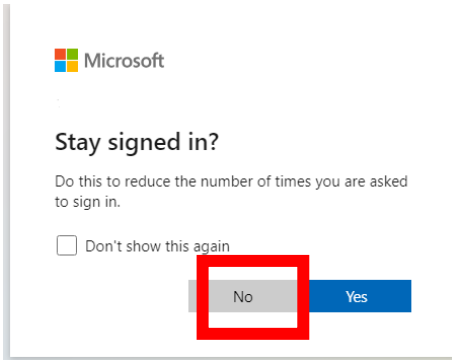1. Sign into your student portal: **https://mycollege.laccd.edu**

2. Click on "Mail—Outlook"

Mail - Outlook

3. If you already have your Multi-Factor Authenticator (MFA) Set-up Enter the code on the app

   ♦ If you get text codes, enter the code you received

   ♦ If you do not have your MFA Set-Up you will be prompted to do so. You can either select to use the app or receive one time access codes through text message.

Microsoft

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

77

No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

More information
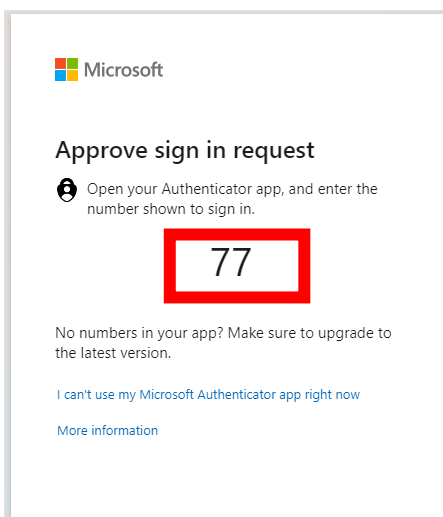
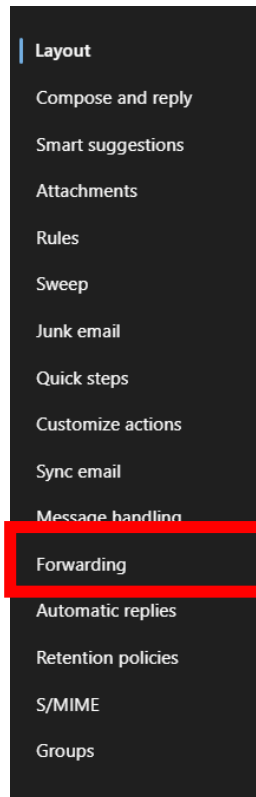5. Select "No", if you are using a public computer or device

6. Select the "Outlook" Icon on the left-hand side

7. Click on the gear Icon at the top-right corner

9. Select "Forwarding"

10. Select "Enable Forwarding"

11. Enter your personal email address under "Forward my email to:"

12. Select "Keep a copy of forwarded messages"

13. Select "save" at the bottom-right corner

14. You will now receive all emails sent to your Student Email Account to the selected personal email address.