

How to Access your QC email:

1. Go to the Queens College Webpage www.qc.cuny.edu
2. Click on **Log into** (on the top right hand corner)
3. Click on **Student email** under Email

(or you can go to the QC email Login page by typing: qcmail.qc.cuny.edu)

4. Sign in with your username and password

NOTE: If your name is John Smith, then your username would just be JSmith100

You must log in to your QC email once every month, otherwise you will be on the inactive list then OCT will deactivate your account.

Forwarding your QC email to a primary email address:

1. After accessing the QC email
2. Click on **More** (next to trash can icon)
3. Within in the drop down menu click on **New Rule**
4. You can give a name for the Rule in **Rule Name** [*Optional*]
5. Status: **Enabled**
6. Create Conditions: select **All Documents** click **Add>>**
7. Create actions: select **send copy to**
8. In the middle box type in the email address that you want your QC emails to be forwarded to.
9. Make sure last box on left says **Full** click **Add >>**
10. Click **Save & Close** located on the top

The screenshot shows a web-based interface for creating an email rule. At the top, there are tabs for "New" and "Save & Close". The "Rule Name:" field is empty. The "Status:" section has two radio buttons: "Not Enabled" and "Enabled", with "Enabled" selected. Below this is the "Specify conditions" section. It has a "Create conditions:" dropdown menu with "All documents" selected, and an "Add>>" button. To the right of this is a large empty text box labeled "When messages arrive that meet these conditions:". Below the "Specify conditions" section is the "Specify actions" section. It has a "Create actions:" dropdown menu with "send copy to" selected, and an "Add>>" button. Below this is another dropdown menu with "full" selected, and a "<<Remove" button. To the right of this is another large empty text box labeled "Perform the following actions:". The interface is light blue and white.