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

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