

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

2. Click on 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 wi

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:

Welcome Center Contact:
E1-189
Office Phone: 323.780.6800
Email: welcomecenter@elac.edu