

MIAMI DADE COLLEGE  
MEDICAL CENTER CAMPUS

***FORWARDING YOUR "MYMDC.NET" EMAIL ACCOUNT***

The Emergency Medical Services program uses the college's email communication system to send a substantial amount of information to students. All students that are enrolled at Miami Dade College are automatically assigned an email account. It is highly recommend that each student enrolled in EMS classes, establish their ***mymdc.net*** email account before your classes begin. After you have established your college email account, you can have any emails that are sent to your ***mymdc.net*** account automatically forwarded to your personal email account by following the procedure below. This will ensure that you receive all of the program email communications.

**PROCEDURE:**

After you have set up your ***mymdc.net*** email account, do the following:

1. Open your personal email account or the email account that you will have your ***mymdc.net*** email forwarded to.
2. Reduce your personal email account and open your ***mymdc.net*** account
3. Once open, click on the "**settings**" tab located in the upper right corner of the screen
4. Anew screen will open. Once the screen opens, click on the "**forwarding and POP/IMAP**" tab
5. In the forwarding section of the new screen, click on the "**add a forwarding address**" tab
6. Type in your personal email address or the address that you want emails sent to from your ***mymdc.net*** account, click the "next" tab.
7. Once you have entered the forwarding email address, a screen will appear indicating that "a verification code has been sent to verify permission". Click "ok" tab
8. This numeric code has been sent to the email address that you typed in as the forwarding email address. Open your reduced personal email screen or the email screen where messages will be forwarded and get the numeric verification code.
9. Once you have obtain the numeric confirmation code, return to your ***mymdc.net*** account and type the numeric code into the verification code box, click the "**verify**" button.
10. The screen will refresh and the forwarding email address will now appear.
11. Activate the "**forward a copy of incoming mail to**" button by clicking on the button. You may select additional options in the remaining dialog box that appears after the email dialog box. This is not required.
12. Scroll to the bottom of the screen and click on the "Save Changes" tab. Your ***mymdc.net*** emails will now be forwarded to the email account that you entered.