

Forward your student email account to your personal account

Access your college emails either through a web browser

- Chichester/Brinsbury : <http://email.chichester.ac.uk/>
- Crawley : <http://email.crawley.ac.uk/>
- Haywards Heath : <http://email.haywardsheath.ac.uk/>
- Worthing : <http://email.worthing.ac.uk/>

Or by clicking the link on the front page of CCGOnline



Sign in using your usual college username and password

Chichester students:

Your email address is your college login (first 3 letters of your surname followed by student number) followed by: @stu.chichester.ac.uk

i.e. **smi40041234@stu.chichester.ac.uk**

Crawley students:

Your email address is your college login followed by: @stu.crawley.ac.uk

i.e. **s212345@stu.crawley.ac.uk**

Haywards Heath students:

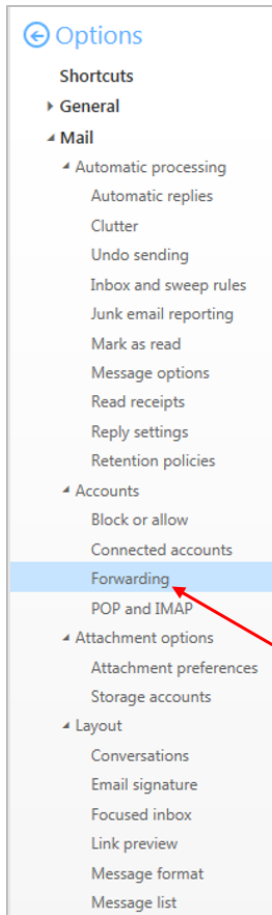
Your email address is your college login followed by: @stu.haywardsheath.ac.uk

i.e. **H50001234@stu.haywardsheath.ac.uk**

Worthing students:

Your email address is your college login followed by: @stu.worthing.ac.uk

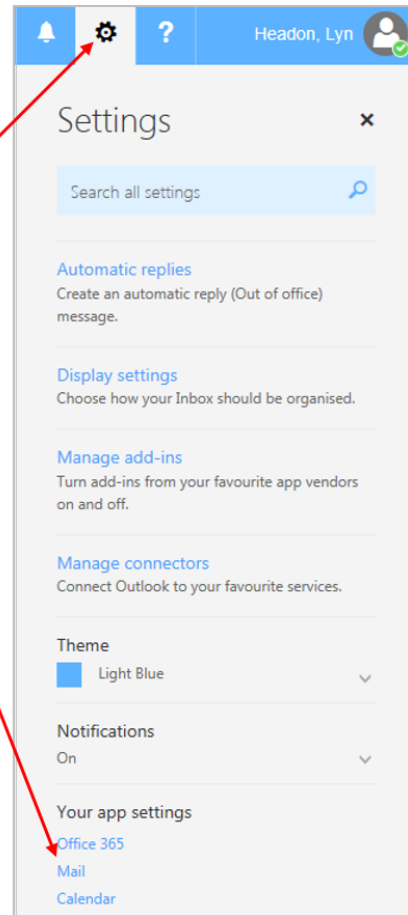
i.e. **W50001234@stu.worthing.ac.uk**



Click the small cog to open the settings pane

Then click the Mail Option

Now click the Forwarding option on the left



Select the start forwarding option

Fill in your personal email address

Make sure the keep a copy box is ticked

