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- 1) You must open a new internet window.
- 2) Sign in to your personal email account.
- 3) Open the email from Austin Community College.

After you open your personal email account to activate the transfer, there are two steps.

- 1. Click on the link that is provided in the email message.
- 2. Copy the confirmation code

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If the forward is working properly, you should receive the test email in your personal email account.

Good luck!

If you have any problems with this process, you can call the help desk at 223-4636 or go to any ACC learning lab and request assistance from a computer technician.