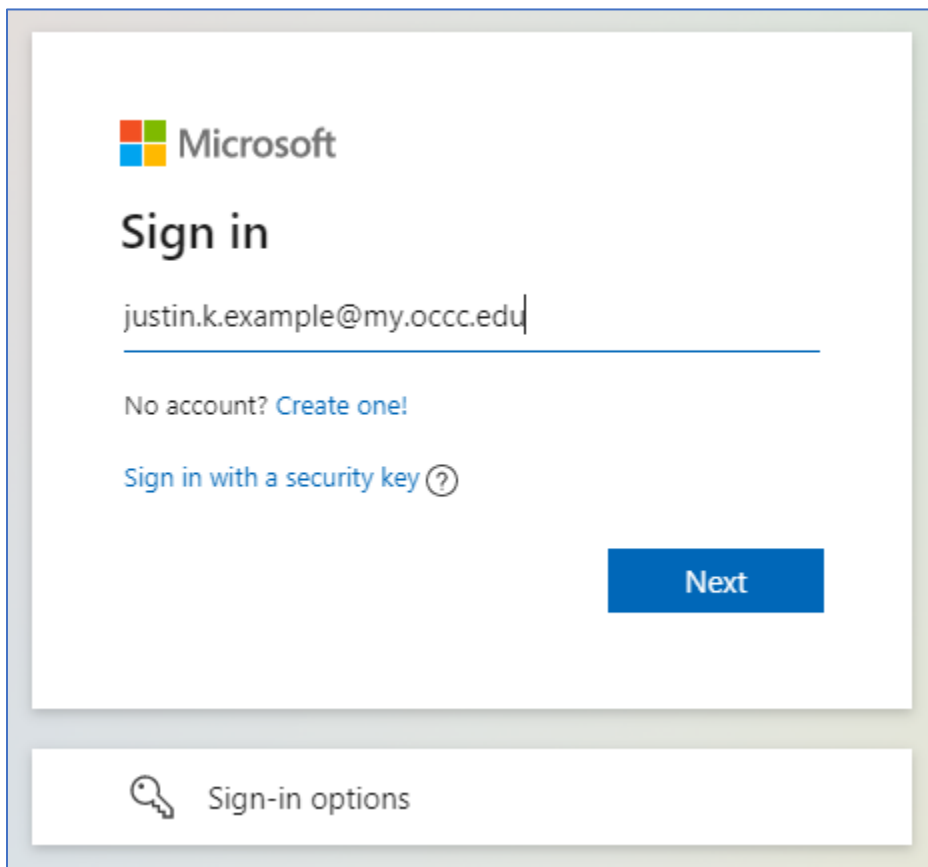


Forwarding Your Moodle Orientation Completion Email

Once you receive a 70% or greater on the **Final Assessment** in the **Moodle Orientation**, a confirmation email will be sent to your OCCC student email account.

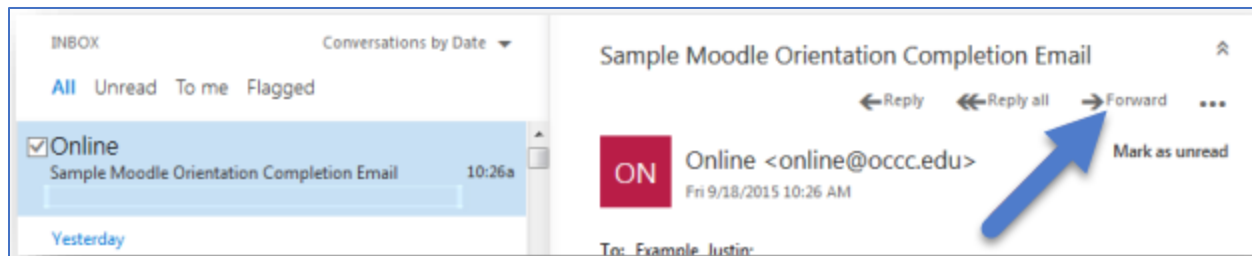
Some instructors may ask you to forward this email to them as verification that you have completed the Moodle Orientation. To forward this email, first log into your OCCC student email account.

On the OCCC Student Email login page, enter your login information. By default, your username is: **firstname.middleinitial.lastname@my.occc.edu** and your password is the **last six digits of your social security number**.

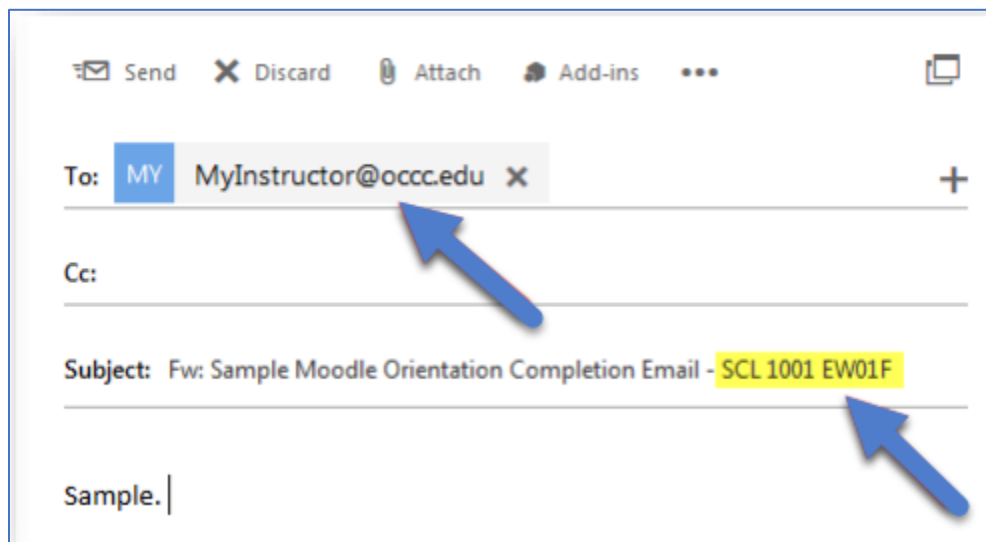
A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the email address "justin.k.example@my.occc.edu". Below the input field, there are two links: "No account? Create one!" and "Sign in with a security key ?". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, there is a section titled "Sign-in options" with a key icon.

After entering this information, click **Next**.

Next, locate the conformation email in your inbox. Click the email's title to select it. Once you have selected the email, click the **Forward** button.



Enter your instructor's OCCC email address in the **To:** field and add your instructor's course number in the **Subject** field. Click **Send**.



If you are not certain of your instructor's email address, please consult your course syllabus.

After forwarding the email, do not delete it! Some instructors may request you forward the email to them in future semesters.

If you need assistance please contact Moodle Support by email at online@occcc.edu, by calling 405.682.7838, or by stopping by the Center for Learning & Teaching (SEM 2G3, across from the Math Lab) 8:00am-5:00pm, Monday through Friday.