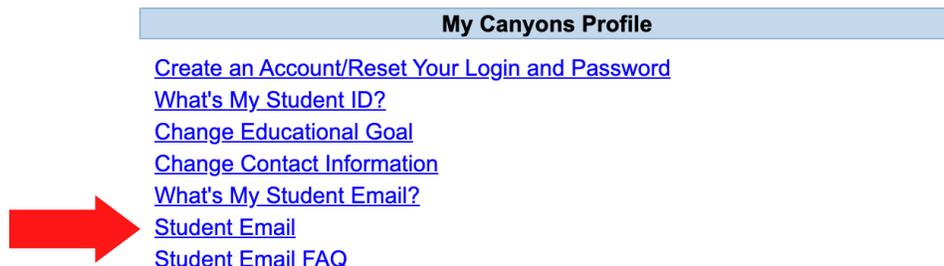


How to Forward COC Student Emails to Personal Email Account

www.canyons.edu

Step 1: Log Into your MyCanyons account at my.canyons.edu

Step 2: Under "MyCanyons Profile", click on "Student Email"

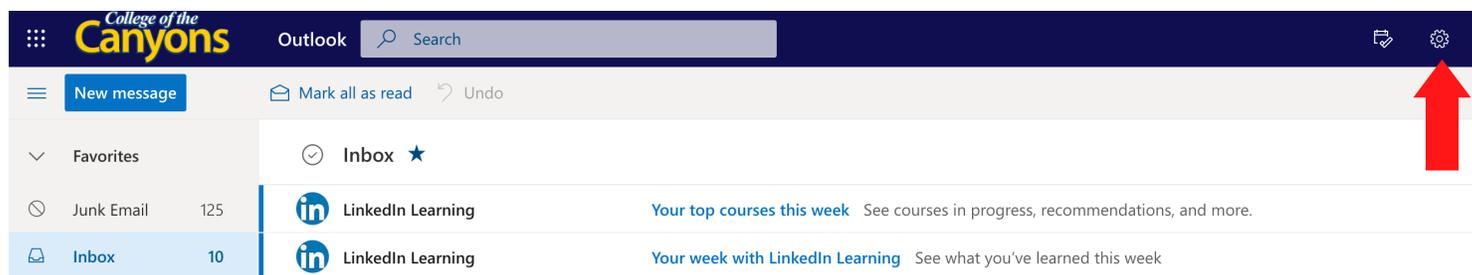


My Canyons Profile

- [Create an Account/Reset Your Login and Password](#)
- [What's My Student ID?](#)
- [Change Educational Goal](#)
- [Change Contact Information](#)
- [What's My Student Email?](#)
- [Student Email](#)
- [Student Email FAQ](#)

A red arrow points to the "Student Email" link.

Step 3: Log in, and click the "Settings" button



College of the Canyons Outlook Search

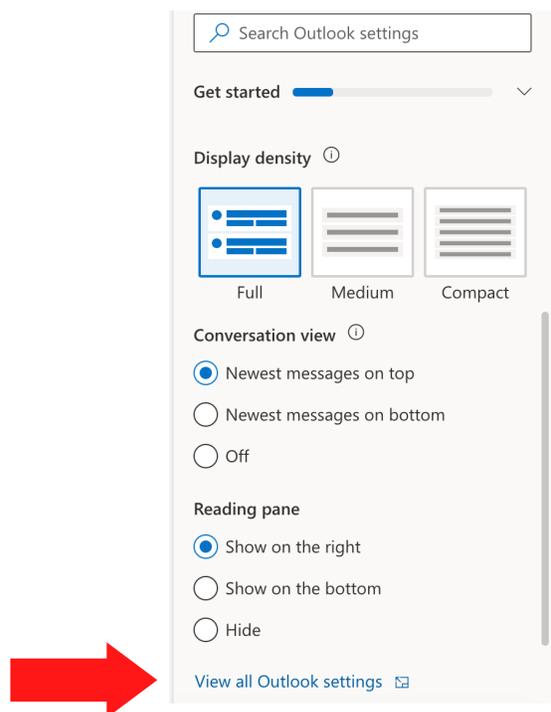
New message | Mark all as read | Undo

Favorites: Inbox (star), Junk Email (125), Inbox (10)

LinkedIn Learning: Your top courses this week, Your week with LinkedIn Learning

A red arrow points to the settings gear icon in the top right corner.

**Step 4:
Under "Settings", click on "View
all Outlook settings"**



Search Outlook settings

Get started [Progress bar]

Display density [Full, Medium, Compact]

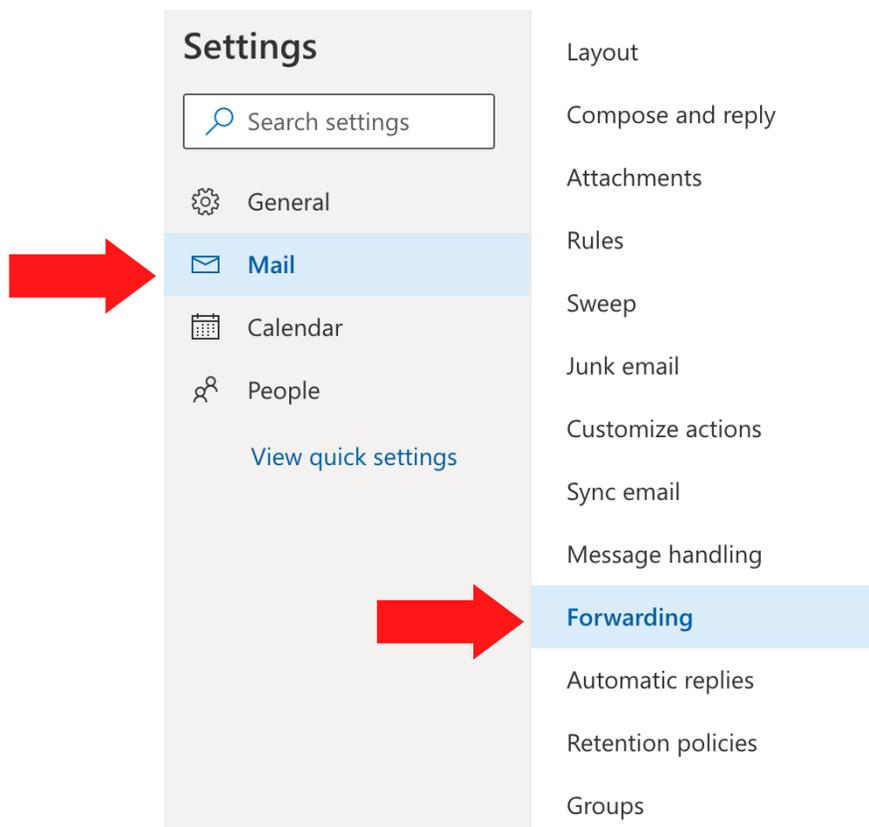
Conversation view [Newest messages on top, Newest messages on bottom, Off]

Reading pane [Show on the right, Show on the bottom, Hide]

[View all Outlook settings](#)

A red arrow points to the "View all Outlook settings" link at the bottom of the panel.

Step 5: Click on "Mail" and then "Forwarding"



The screenshot shows the Outlook Settings application. On the left, the 'Settings' sidebar is visible with a search bar and several categories: General, Mail, Calendar, and People. The 'Mail' category is highlighted with a blue bar and a red arrow pointing to it from the left. Below the categories is a link for 'View quick settings'. On the right, a list of settings categories is shown: Layout, Compose and reply, Attachments, Rules, Sweep, Junk email, Customize actions, Sync email, Message handling, Forwarding, Automatic replies, Retention policies, and Groups. The 'Forwarding' category is highlighted with a blue bar and a red arrow pointing to it from the left.

Forwarding

You can forward your email to another account.

Enable forwarding 

Forward my email to:

Enter an email address

Keep a copy of forwarded messages

Step 6:
Under "Forwarding", select "Enable Forwarding" and enter the E-Mail address you want your emails forwarded to.

Step 7: Click "Save" at the bottom right of the screen

