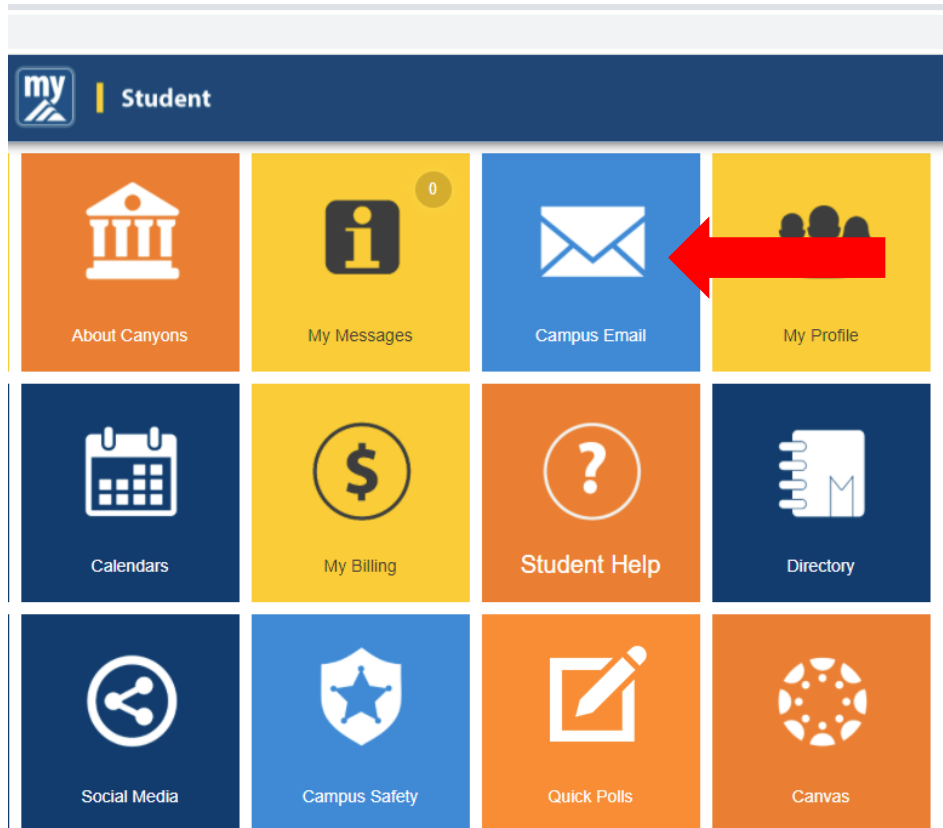


How to Forward COC Student Emails to Personal Email Account

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

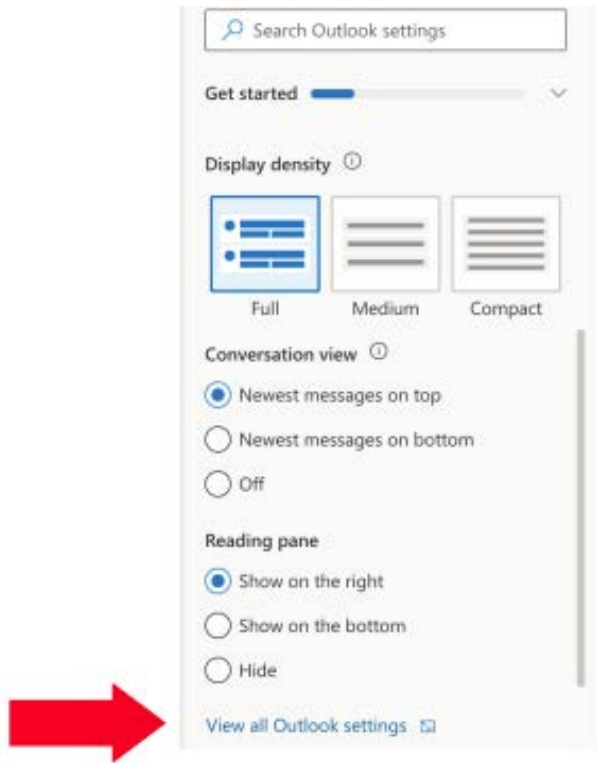
Step 2: Click on the "Campus Email" box to access your student email



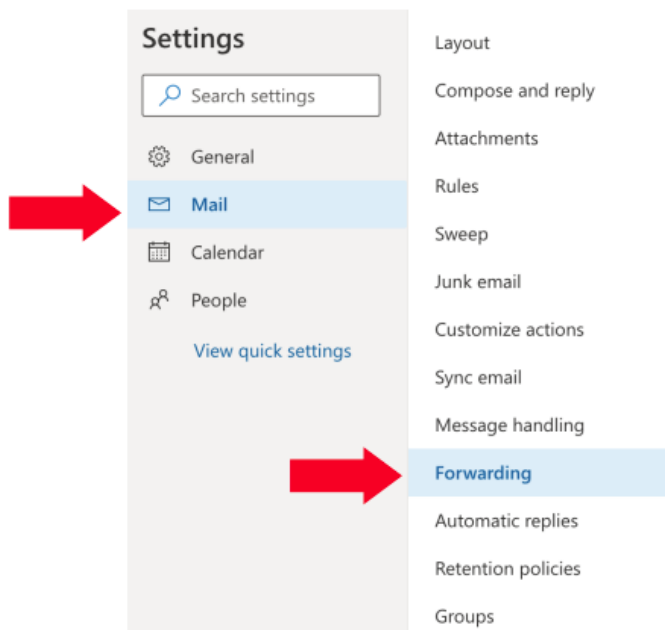
Step 3: Log in, and click the "Settings" button



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



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



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
"Enabel Forwarding" and
enter the E-Mail address
want your emails forwarded
to

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

