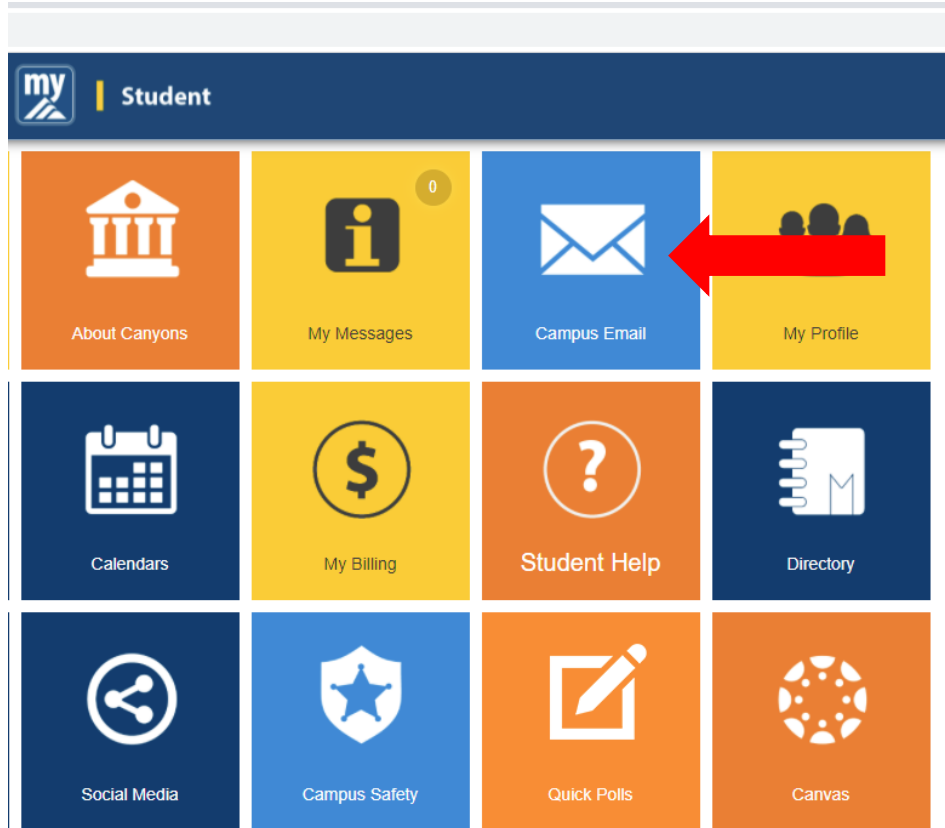


How to Forward COC Student Emails to Personal Email Account

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

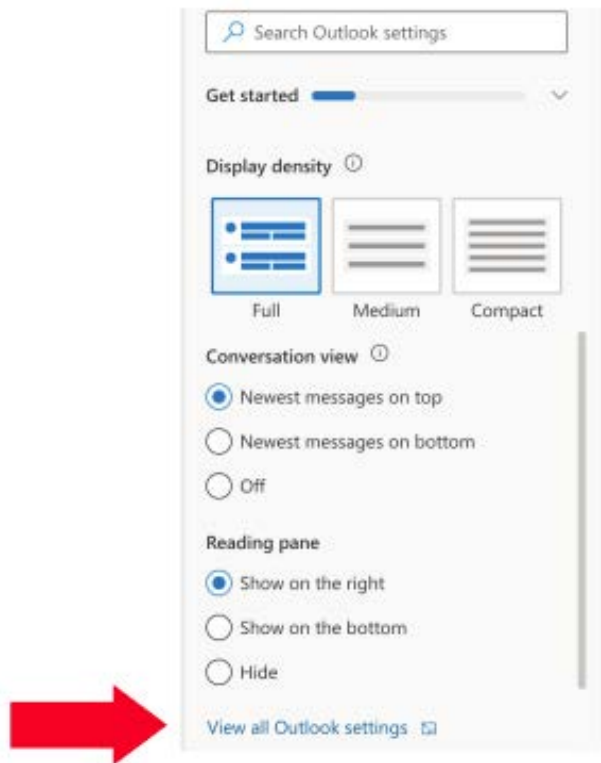
Step 2: Click on the "Campus Email" box to access your student email



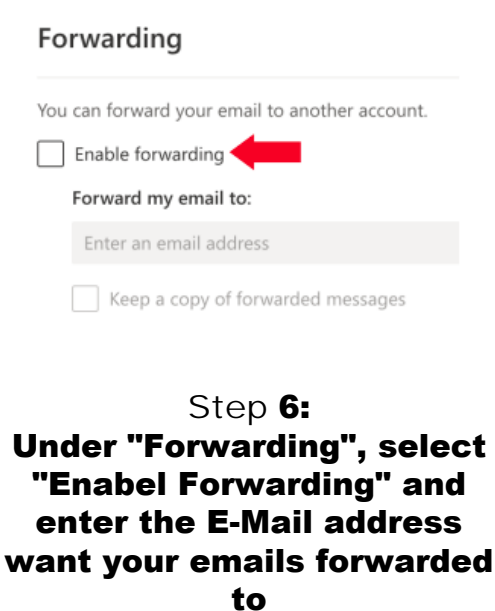
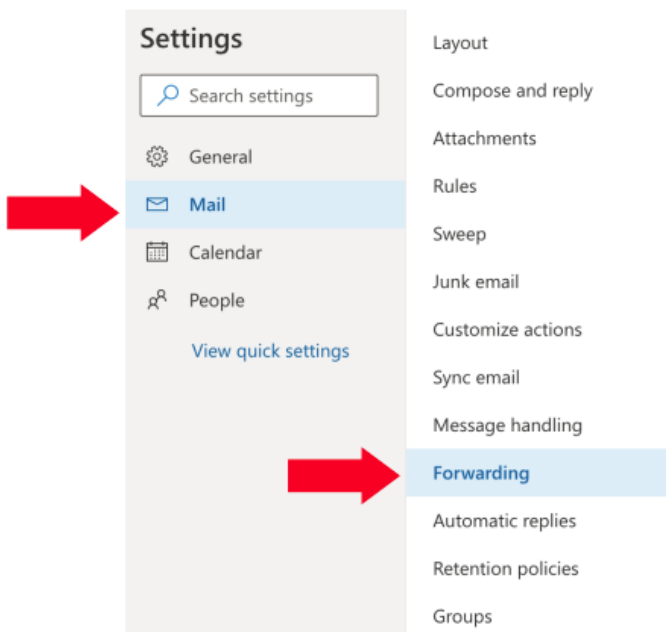
Step 3: Log in, and click the "Settings" button



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



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



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

