## 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"

Get started		~	
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## Step 5: Click on "Mail" and then "Forwarding"

	Set	ttings	Layout	Forwarding
_	2	Search settings	Compose and reply	You can forward your email to another account.
	ŝ	ණූ General	Attachments	Enable forwarding
		Mail	Rules	Forward my email to:
_		Calendar	Sweep	Enter an email address
	ĸ٩	People	Junk email	Keep a copy of forwarded messages
		View quick settings	Customize actions	Sten 6.
			Sync email	
			Message handling	Under "Forwarding", select
		Forwarding	"Enabel Forwarding" and	
			Automatic replies	enter the E-Mail address
			Retention policies	want your emails forwarded
			Groups	το

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

